

	Financial Aid	W/C Classification	8868– Administration/Faculty
Reports To	Director of Financial Aid	Compensation	\$22.00 - \$24.00/hour

SUMMARY

Evaluates, approves, and awards financial aid to students in accordance with federal, state, and college regulations, policies, and operating guidelines. Assesses financial needs of students, and advises students and parents regarding financial aid options, processes, and requirements.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- x Analyze and evaluate the financial viability of students and families and provide advice and counsel regarding available financial aid opportunities, eligibility requirements, and the application process.
- x Review and assess eligibility of applications for financial aid; exercises professional judgment to determine whether adjustments should be made.
- x Review for accuracy and provides signature approval/disapproval of loan applications, and other financial documents.
- x Respond to inquiries and research and resolve problems related to transactions handled by the department; serves as liaison with other constituencies in the resolution of day administrative and operational issues.
- x Provide information, in person, on the telephone, and through electronic correspondence, to students, prospective students, and families regarding student financial aid, account balance, and registration status.
- x Serve as liaison with state, federal, and other agencies, staying abreast of student assistance opportunities and program regulations.
- x Oversee the collection, management, and reporting of data in accordance with the objectives of the position; participate in the development and implementation of data management systems and procedures, as appropriate.
- x Implement, coordinate and oversee

- x Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socioeconomic, cultural, & ethnic backgrounds.
- x Excellent written and verbal communication skills
- x Strong organizational and interpersonal skills
- x Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- x Exercise confidentiality, good judgment and discernment
- x Knowledge of federal and state laws, regulations, and policies concerning the provision of financial aid to students.
- x Knowledge of financial aid policies, procedures, and eligibility requirements.
- x Knowledge of data management systems and processes.
- x Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- x This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- x Bachelor's degree in related field required.
- x One year experience in an educational institution preferred
- x Proficient in Microsoft Office Suite; Word, Excel and Outlook

PHYSICAL DEMANDS