



JOB DESCRIPTION

JOB TITLE: Financial Aid Specialist	FLSA: Non-Exempt
Department: Financial Aid	Date Reviewed: 10/06/2017
Security Sensitive: Yes	Grade: B-21
Reports To: Director of Financial Aid	

Job Summary

Under the general supervision of the Director of Financial Aid, performs tasks in administering financial aid packages.

Essential Functions

- Facilitates in the delivery of financial aid to eligible students by evaluating eligibility variables and making awards and disbursements;
- Performs verification by monitoring eligibility status, making adjustments and corrections to reflect changes and applies policies to specific schedules and ensures compliance with applicable regulations and laws;
- Counsels students, parents and other clients interested in the financial aid process;
- Monitors satisfactory academic programs and enrollment status of scholarship and financial aid recipients;
- Carry out student loan default aversion initiatives;
- Originate and disburse Direct Loans with the Federal Government;
- Enters, retrieves and extracts data on EdExpress and the Student Information System (Ellucian Colleague);
- Refer work-study students to approved job slots and monitor work-study expenditures;
- Maintains confidentiality of student records in compliance with the Family Educational Rights and Privacy Act;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Associate degree with a minimum of at least three years related experience is required; or an equivalent combination of education and experience;
- Experience in an accounting or financial aid environment is preferred;
- Computer literacy in the use of personal computers and/or mainframe computers is required;
- Ability and a functional knowledge of word processing, spreadsheets, data entry, or database management;
- Strong written and verbal communication skills;
- Ability to operate photocopiers, duplicating machines and other standard office machines;
- Ability to maintain complex filing systems and records;
- Ability to make mathematical calculations and reconciles records as required.
- Excellent analytical problem solving and customer service skills;
- Ability to read and understand federal regulations and guidelines;
- Ability to work with a diverse student body.

Work Environment

- Primarily works in a climate controlled office with no exposure to environmental or work hazards.

Special Requirements

- Subject to an environmental background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date