



JOB DESCRIPTION

JOB TITLE: Financial Aid Coordinator	FLSA: Exempt
Department: Financial Aid	Date Revised: 4/13/17
Security Sensitive: Yes	Grade: C-41
Reports To: Director of Financial Aid	

Job Summary

Under general supervision of the Director of Financial Aid, analyzes and packages student financial awards in accordance with applicable regulations, statutes and policies.

Essential Job Functions

- Provides leadership and on-going training with Ellucian Colleague;
- Utilizes electronic data exchange software to send and retrieve information from the Department of Education;
- Maintains files and databases; certifies student loan applications; implements, maintains and utilizes computer assisted financial aid management systems;
- Monitors financial aid advising to insure program and audit compliance with regulatory compliance; maintains institutional regulatory compliance in all federal and state student assistance programs; submits reports to federal and state agencies;
- Makes adjustments to over-under awards by determining the amount of aid to be cancelled or repaid while ensuring accuracy in system data entry and processing, and contacting students regarding possible alternatives;
- Assists in one or more major areas of Financial Aid: processing and validating reports for the Direct Loan, Pell, and Texas Grant Program;
- Interviews and advises students in regard to educational financial planning; assists the Director with educational grants and loan programs, student employment and scholarship programs;
- Acts as a liaison with the information Technology Department;
- 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

- Bachelor’s Degree in a computer related discipline, Business Administration, or a closely related field is required. A master’s degree is a plus;
- Two years of experience in a higher education; experience in higher education financial aid is preferred. An equivalent combination of experience and degrees may be considered;
- Requires excellent computer skills with attention to detail and accuracy.
- A working knowledge of Ellucian Colleague;
- Proficiency with Microsoft Office, Windows XP, Word, Excel, Access and other packages;
- Ability to interpret and apply federal and state regulations and guidelines;
- Excellent communication, organizational, critical thinking and problem solving skills;
- Ability to commit to a team-building approach and maintaining an effective working relationship with other employees;
- Ability to exhibit courtesy and patience while working with students;
- Ability to demonstrate confidentiality in working with client records;
- Ability to work effectively with ethnic, cultural and a diverse student population;
- Ability to multi-task as well as produce work independently; prioritizing work, meetings, etc.
- Ability to work under pressure to meet deadlines and objectives.

Work Environment

- Works primarily in a climate controlled office environment with little exposure to safety hazards.
- The position requires average agility and physical condition. Ability to lift and carry may be required. Work may require sitting, frequent near vision use for reading and computer use, lifting (from floor to overhead), stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Ability to work some evenings and weekends during registration or as required.
- Subject to criminal 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