

CLASSIFICATION SPECIFICATION

Financial Aid Specialist

FT/PT Class Code: 4015, 4515 Pay Grade: B/C 11 FLSA: Non-Exempt Rev. 07/01/13

SUMMARY STATEMENT: An incumbent is responsible for coordinating office support functions, providing paraprofessional support services, and assisting students with financial aid requests.

NATURE AND SCOPE:

A class incumbent typically reports to the Financial Aid Officer, and may supervise full-time clerical staff, part-time employees, and/or work study students. Incumbent is responsible for assisting students in completing financial aid applications and providing information about available options. Incumbent is also required to monitor the financial aid component of Banner and ensures that the necessary records are maintained for the students. A significant aspect of the work is the need to be knowledgeable of available Financial Aid Programs, to keep abreast of any changes in the regulations, to implement any necessary changes and to maintain the confidentiality of student records.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Manages the daily operation of the Financial Aid Office, overseeing procedures and making necessary adaptations to ensure efficiency. Maintains necessary financial records. Trains, supervises, and evaluates performance of subordinates.
2. Maintains confidentiality and provides relevant financial aid information to students and assists them in completing required applications. Verifies accuracy of documents and consistency of data and performs analysis to identify discrepancies and determine action for resolution.
3. Monitors the financial aid component of the Banner system, tracking, evaluating, awarding, and notifying financial aid applicants/recipients. Performs electronic data load of FAFSA data from the U.S. Department of Education and transfers the information to Banner.
4. Verifies enrollment, and academic and payment status of financial aid applicants/recipients.
5. Assists in the financial aid award process. Reviews and explains Financial Aid awards to students, parents, staff, and secondary school representatives to ensure student success. Performs the Return of Title IV Funds (R2T4) calculations including running reports to identify students that have withdrawn, adjusting aid in Banner and notifying students of such adjustments.
6. Performs Federal Work Study Program coordination consisting of determining eligibility, obtaining job descriptions, new hire payroll packet, biweekly payroll process, and maintaining relevant information.
7. Reviews Federal Register for changes in financial aid regulations and adapts procedures accordingly.

PRINCIPAL ACCOUNTABILITIES, cont'd:

8. Interacts with colleges, banks, and outside agencies to ensure the transmission of accurate financial data.
9. Conducts Financial Aid workshops as assigned.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of available Financial Aid programs and how they operate.
- ◇ Knowledge of management and supervisory practices and principles.
- ◇ Knowledge of computer systems utilized by the Financial Aid Office.
- ◇ Knowledge of accounting principles and practices.
- ◇ Knowledge of database and spreadsheet software.
- ◇ Knowledge of financial aid programs.
- ◇ Skill in providing complicated financial aid information in a simple, clear, and concise manner.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.