

CLASSIFICATION SPECIFICATION

Senior Financial Aid Specialist

FT/PT Class Code: 3050, 3550 Pay Grade: B/C 15 FLSA: Exempt Rev. 07/01/13

SUMMARY STATEMENT: An incumbent is responsible for the daily activities of the Financial Aid Office and for the actual rewarding of Title IV, State, and scholarship monies governed by federal rules and regulations.

NATURE AND SCOPE:

An incumbent reports directly to the Financial Aid Officer and may supervise full-time clerical staff, part-time employees, and/or College Work Study Students depending on the organizational structure. An incumbent is responsible for conducting financial aid counseling for students. The incumbent determines award amounts, prepares award packages, and reviews and explains financial aid awards to the students. An incumbent may also make presentations pertaining to the many facets of financial aid to high schools, clubs, and various organizations. A significant aspect of this work is the involvement with the awarding of Title IV, State, and scholarship monies.

PRINCIPAL ACCOUNTABILITIES:

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

1. Determines financial aid award amounts, prepares award packages, reviews and explains financial aid awards to students.
2. Conducts in-depth financial counseling for students.
3. Manages the daily activities of the Financial Aid Office, overseeing procedures and making necessary adaptations to ensure efficiency. Maintains necessary financial records.
4. Oversees the installation and implementation of software applications required by the Department of Education.
5. Develops and conducts financial aid presentations on the campus as well as in the community.
6. Monitors academic progress of financial aid recipients each semester and contacts those not making satisfactory progress.
7. Determines eligibility and makes awards for employment in the Federal Work Study program through the review of reports and needs analysis.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of Financial Aid programs and how they operate.
- ◇ Knowledge of accounting policies/procedures and related aspects of financial management.
- ◇ Knowledge of management and supervisory practices and principles.
- ◇ Knowledge of computer systems utilized by the Financial Aid Office.
- ◇ Knowledge of the College's awarding policies and procedures and federal program guidelines.
- ◇ Skill in communicating.
- ◇ Strong presentation skills.
- ◇ Excellent organizational, decision-making, critical thinking, interpersonal, and communication skills.
- ◇ Ability to provide financial aid counseling and complicated information in a clear and concise manner.
- ◇ Ability to comprehend federal, State, and College regulations and guidelines as they apply to Financial Aid.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and two (2) years of relevant experience in financial aid; or other equivalent combination of education and experience.