

Position: Financial Aid Officer	Salary Grade: 23
Department: Student Services	FLSA: Non-Exempt

Summary

Plans, develops, organizes, and coordinates the College's Financial Aid Services and Federal Work Study Program. Analyzes and awards financial aid packages, assuring compliance with federal, State and program requirements. Coordinates and performs daily functions of the Financial Aid Office.

Essential Duties and Responsibilities

- Plans, organizes, develops and implements the College's Financial Aid and Federal Work Study Program to assure that eligible students receive assistance, information and funds.
- Prepares a variety of complex statistical and narrative reports. Assures that financial aid records and files are up-to-date, accurate, and balance to financial statements.
- Interprets and implements federal and State guidelines governing financial aid programs. Maintains up-to-date knowledge of guideline revisions. Reviews and implements guidelines to comply with College policy and procedures.
- Provides advice and assistance to students with loan, grant, scholarship, and financial aid applications. Reviews applications to assure accurate and complete information. Advises students on responsibilities associated with financial aid. Assists students with resolution of unusual problems.
- Develops, for administrative review and approval, and implements policies and procedures governing financial aid programs. Revises policies and procedures, as necessary, to comply with changes in State and federal laws.
- Develops instructions, guidelines and tips to assist students in properly packaging applications for financial aid. Authorizes financial aid awards in compliance with applicable State and federal regulations and guidelines.
- Adjudicates financial aid applications based on financial data supplied by students. Prepares recommendations for administrative and Board approval.
- Compiles a variety of demographic and academic data and financial aid forms for Financial Aid Review Committee.
- Provides work direction and counseling to College Federal Work Study students and other assigned staff in the Financial Aid Office.
- Conducts financial aid orientations and workshops of current and prospective students to explain financial aid regulations, requirements and application procedures.

- Monitors academic progress of financial aid recipients as prescribed by law and college policies. May amend student awards according to changes in academic standing.
- Ensures that information contained on the computer-aided financial aid information system is up-to-date. Works with Information Technology to troubleshoot data and report generation problems.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires specialized knowledge of Federal, State and local student financial aid and award programs, regulations, and guidelines. Requires in-depth knowledge of the State Education Code that applies to financial aid. Requires in-depth knowledge of the financial problems of economically disadvantaged students and the techniques used to review student financial statements and tax returns. Requires working knowledge of financial and statistical record keeping techniques, accounting and budgeting. Requires a working knowledge of relational databases used to store student and financial information. Requires knowledge of common office productivity software. Requires well-developed human relations skills to conduct interviews, training, explain technical concepts to others, and resolve conflict. Requires language and writing skills to prepare reports and professional correspondence.

- **Abilities**

Requires the ability to plan, organize, and coordinate the activities of the Financial Aid Office. Requires the ability to read, interpret, explain, and apply provisions of federal, state and local rules, regulations and guidelines related to financial aid programs. Requires the ability to maintain up-to-date knowledge of program rules, regulations, requirements and restrictions. Requires the ability to relate effectively with socially and economically disadvantaged students and establish cooperative working relationships. Must be able to exercise sound judgment in reviewing and screening applications for financial aid when determining eligibility and evaluating special circumstances. Must be able to perform business math computations and maintain accurate financial records. Must be able to analyze situations and take effective actions. Must be able to meet schedules and deadlines. Must be able to retain the confidentiality of student information. Must be able to prepare and deliver formal presentations to large groups. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires sufficient ambulatory ability to move to various work locations. Requires manual hand-eye-arm coordination to use a personal computer keyboard and visual media equipment. Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type training and presentations. Requires near visual acuity to read printed materials.

- **Education and Experience**

The position requires a Bachelor's degree plus two (2) years of progressive experience related to the position, with financial aid experience preferred, OR

an Associate's degree in a field that would enable performance of the job plus four (4) years of progressive experience related to the position. Financial aid experience is preferred.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 11/13/2003