



Job Description Classification

**FINANCIAL AID OFFICER – JSC
VSC UP PAT Bargaining Unit**

**GRADE 11
Exempt**

BASIC FUNCTION

Inform and counsel prospective and enrolled students regarding financial aid options and requirements, manage one or more financial aid programs, and administer the distribution of financial aid funds within established guidelines.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Interview and counsel prospective and returning students to assess their financial needs and provide them with a wide range of information, advice and assistance regarding financial aid options, application procedures, planning and regulations; respond to questions concerning federal aid.
- Coordinate and oversee one or more financial aid programs and administer the college's responsibility in meeting compliance with college, state and federal financial aid policies and regulations.
- Review, analyze and evaluate financial aid and/or scholarship applications and determine eligibility within established guidelines.
- Process loan, grant, scholarship or work-study aid through electronic programs or by applying established criteria applicable to the financial aid program.
- Update and maintain student financial aid records; complete student verification reports; prepare and send a wide range of written communications to respond to questions, provide reward information to deal with specific situations related to a student's financial aid.
- Meet with various groups on and off-campus to explain financial aid programs.
- Assist in training and supervising financial aid staff and student workers performing tasks related to financial aid programs.

- Investigate and follow through on collection of past due accounts and counsel students on available payment options.
- Confer regularly with supervisors and other college departments, including student accounts, admissions, registrar and other college departments as well as institutions and financial aid agencies to plan and coordinate activities/policies/procedures, exchange information, investigate and resolve problems, obtain and disseminate information on changes in financial aid programs/policies/procedures.
- Keep abreast of current regulations and guidelines governing financial aid programs.
- Work some evening and weekend hours.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Director, Financial Aid.

MINIMUM QUALIFICATIONS

Bachelors degree in an appropriate discipline, plus a minimum three years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good understanding of higher education financial aid funding systems.
- Previous experience in financial aid administration desirable.
- Strong computer skills, math, analytical and problem-solving skills.
- Ability to understand and explain complex technical financial aid regulations.
- Good administrative, counseling and organizational skills.
- Good informal supervisory and training skills.
- Ability to deal effectively with a wide range of students, college personnel and outside agencies in performing the various counseling, instructional and liaison and collections functions of the job, frequently involving sensitive and confidential matters.
- Demonstrated ability to maintain the integrity of all confidential matters.

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.