



Job Classification Description

FINANCIAL AID SPECIALIST II VSCSF

**Grade 10
Non-Exempt**

BASIC FUNCTION

To provide technical and administrative assistance for student financial aid programs and to have primary responsibility for the procedural steps of a specific program.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Process student applications for specific financial aid rewards and loans to verify information, complete institutional information and finalize for awarding; review student eligibility to ensure payments and follow-up with loan agencies as needed.
- Set up and maintain student accounts for Perkins Loans; prepare contracts, process payments and deferments; prepare monthly billing and monthly, quarterly or annual report.
- Oversee the recordkeeping and student communication functions for the student work study program; work with college departments to locate work study jobs and inform students individually or in groups about work study opportunities and related financial aid procedures.
- Interview exiting students and provide individual or group informational meetings to inform students about their responsibilities, loan collection procedures, adjustment of payment schedules or other information; send written information to students when personal contact is not possible.
- Provide general information to students regarding financial aid program information or in response to specific questions about a student's case; assist in completing forms and applications and entering information into the automated information systems.
- Assist with student interviews to inform student about payment responsibilities, loan collection efforts, adjustments of payment schedules or other information.
- Assist with preparing student award letters, work-study work authorizations, reports to federal agencies, and general office correspondence.
- Assist with supervising daily work of student workers.
- Stay abreast of financial aid regulations relating to job functions; maintain basic knowledge of relevant federal regulations, laws, and standards

pertaining to student financial aid.

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- Confer regularly with the Business Office and other departments/personnel to coordinate activities, exchange information, investigate and resolve problems.
- Assist the Director on special projects and other regular financial aid functions as assigned.
- Keep abreast of financial aid regulations and guidelines that apply to work assignments.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

Moderate to minimal supervision is received from the Director of Financial Aid.

MINIMUM QUALIFICATIONS

Associates degree in an appropriate discipline, plus three to five years of relevant clerical/administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good general typing, filing and other general office skills.
- Good reading and math skills; administrative skills; basic advising skills.
- Some relevant experience in maintaining moderately complex manual and computerized information systems desirable.
- Ability to understand and explain to others technical regulations governing student financial assistance programs. Previous financial aid experience desirable.
- Ability to deal effectively with students, parents and other college personnel, frequently regarding sensitive and confidential financial 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.