



VERMONT STATE COLLEGES

Job Description Classification

SENIOR FINANCIAL AID OFFICER
VSC UP PAT Bargaining Unit

GRADE 12
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

- Assist the Director with a variety of general administrative functions, such as design of forms and form letters, development, evaluation, modification of internal operating procedures and policies.
- Assist the Director in planning, development and administration of financial aid programs following the college, state and federal guidelines, policies and regulations.
- Manage and oversee all aspects of one or more federal financial aid programs. Establish guidelines and procedures for the department to follow that ensures legal compliance.
- Inform and counsel students and parents regarding financial aid options and requirements. Assist in preparing financial aid applications, explain application procedures and schedules, assist in resolving a variety of problems emerging in the application process. Participate in orientation programs for incoming students.
- Oversee and carry out a full range of records management and reporting functions: maintain financial aid documents according to the applicable government regulations and institutional guidelines; update and maintain computerized student financial aid records; compile data from computerized and manual records for regular and special reports for internal use and as required by outside agencies and auditors; perform various account reconciliation tasks; prepare certification rosters for state funding agencies and lending institutions.
- 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.

- Excellent understanding of higher education financial aid funding systems.
- 3-5 years previous experience in financial aid administration is required.
- 2-3 Years of Experience with Datatel's Financial Aid Module required; or similar Student Information System experience.
- Strong computer skills, math, analytical and problem-solving skills.
- Ability to understand and explain complex technical financial aid regulations.
- Excellent 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.