

## FINANCIAL AIDS OFFICER

### KIND OF WORK

Entry professional student financial aids work.

### NATURE AND PURPOSE

Under limited supervision, directs the accurate maintenance of student financial aids records, compilation of statistical reports, and solving technical problems in the area of recordkeeping and office procedures, performs related work as required.

This class differs from Financial Aids Assistant in its independence and day-to-day responsibility for the functioning of the office. In the absence of the Financial Aids Director, this position has total responsibility for the office. It maintains relationships with college departments and faculty and has knowledge of the college's goals and objectives so that office activities are consistent with the overall educational program. Immediate supervision is provided by a high-level administrator responsible for the financial aids program.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs office staff and/or student help in the financial aid office so that all assigned duties are completed satisfactorily within the necessary timelines by using basic supervisory skills.

Advises students regarding their eligibility for various programs so that they can determine the aid for which they will apply through interpreting and explaining financial aid application, award and distribution regulations and procedures.

Administers the student loan program so that loans are processed in a timely and accurate manner by conducting interviews with applicants to provide loan counseling about debt management and the appropriateness of borrowing, reviewing applications and tax forms for complete and current information, calculating eligibility, certifying applicant for the loan, completing necessary forms, and approving loan checks for disbursement to students.

Directs the maintenance of a comprehensive record keeping system to assure compliance with federal, state and local laws and/or regulations as well as auditor's requests by establishing procedures, monitoring confidentiality of records, coordinating forms and procedures with the Business Office and Computer Center.

Determines type and amount of award based on students' needs and college resources to assure the best use of funds by reviewing applications for completeness and accuracy, initiating correspondence to clarify information, calculating student eligibility according to federal and state regulations and college operating procedures, notifying the student of the award, and authorizing the release of financial aid checks.

Submits financial aid reports as required to federal, state or local agencies to comply with existing regulations by compiling statistics, writing and formatting reports, and meeting mandated deadlines.

Monitors the student employee program so that both the students and supervisors needs are met by maintaining listings of on and off campus jobs, assigning students to appropriate work sites, and compiling records of assignments and payroll.

Authorizes deferment of tuition and release of financial aid checks so that eligible students can register for classes and pay related educational expenses by evaluating student records for number of registered credits and grade point average, monitoring academic progress, coordinating with the Business Office.

Meets with college faculty and staff to promote a better understanding of financial aid by participating in orientation sessions.

Collaborates with the Financial Aid Director in the development and implementation of policies and procedures and informational publications so they are readable, usable and up-to-date by designing brochures, writing text, drafting policies and procedures, and designing forms.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Various types of financial aid and delivery systems (ACT, College Board Scholarship, Federal Financial Aid) available from a variety of sources and the schedules, procedures, and requirements for application sufficient to answer any financial aid questions from students and parents.

Computer programs sufficient to make recommendations for their utilization in keeping financial aids records.

Interviewing techniques sufficient to obtain the required information from students.

Principles and practices of office management and supervision sufficient to plan, assign, and review the work of others.

Laws and regulations relating to confidentiality sufficient to maintain the confidentiality of financial aids files.

Modern accounting principles and application of data processing techniques to accounting procedures sufficient to maintain all financial aid records.

Goals and objectives of the Financial Aids office sufficient to administer them consistently with the college's educational program.

Skill in:

Oral and written communication sufficient to explain to students all components of the various financial aid programs.

Est.: 2/76  
Rev.: 4/92

T.C.:  
Former Title(s):