**POSITION DESCRIPTION**

**Professional Staff**

**Position Title:** [Financial Aid Advisor / Full-time](file:///C%3A%5CUsers%5Calysiaj%5CJOB%20TITLES%203%5CCINDYPOSDESCS.xls)

**Organizational Unit:** **Reports to: Revision Date:**

Student Services Director of Financial Aid July 2022

**I. Narrative General Description**

The Financial Aid Advisor will be responsible for maintaining the financial aid database and hard copy records of financial aid while assisting the Director with the operation of the Financial Aid Office. Remain current with federal, state, and institutional policies and procedures for the administration of the various programs of student financial assistance.

**II. Functional Responsibilities**

1. Maintain confidentiality of all information in the office under FERPA.
2. Coordinate the awarding and disbursing process for Pell Grants and Student Loans.
3. Assist with scholarship awarding and disbursing.
4. Have a working knowledge of the work-study program to assist when needed.
5. Assist the Director in implementing new procedures and revising current procedures affected by Department of Education changes and updates which govern all Title IV funds.
6. Prepare Federal Aid Disbursements
	1. Verify student eligibility
	2. Process originations through the Department of Ed
	3. Process disbursements through the Department of Ed
	4. Disburse to the business office
	5. Reconcile with Department of Ed
7. Assist with the enforcement of SAP policies.
8. Lead the SAP Appeal Committee with the maintenance of appeals.
9. Monitor verification of initial attendance and official and unofficial withdraws related to Title IV eligibility.
10. Assist with return of funds calculations for students who withdraw officially or unofficially.
11. Assist in maintaining Colleague system setup and configuration.
12. Assist in audit processes to ensure accuracy.
13. Utilizes “professional judgment” as related to the use of current year income and as related to “dependency overrides.”
14. Assist with Recruiting events and high school visits.
15. Continually increase knowledge of federal aid regulations through on-the-job training, conference attendance, online training opportunities, and any training made available to the Financial Aid Office.
16. Have working knowledge of Student Services to assist students in general questions and concerns related to financial aid.
17. Assist in Counseling students and parents in all aspects of financial aid.
18. Assist the Director with annual reports, yearly audits, and other duties assigned by Director.
19. Perform any other job-related duties assigned.
20. Meet attendance expectations as required for the position which may include willingness to work unusual hours including evenings and weekends as needed.

**III. Supervises the Following Staff**

1. Work-study students as assigned

**IV. Required Knowledge, Skills, and Personal Qualifications**

1. Strong analytical and critical thinking skills
2. Knowledge of Federal Financial Aid Regulations or the ability to interpret similar regulations.
3. Extensive computer skills and ability to learn various software programs.
4. Proficient ability in communication skills, both oral and written.
5. Ability to work under pressure of deadlines.
6. Ability to keep financial aid information confidential.
7. Ability to work with individuals of various backgrounds.
8. Ability to make decisions in a fair and timely manner.
9. Ability to handle emotional and stressful situations.
10. Strong organizational skills; must adapt quickly to new and changing information.
11. Perform any other job-related duties assigned.
12. Meet attendance expectations as required for the position, which may include willingness to work unusual hours, including evenings and weekends as needed.

**Required Experience**

1. At least two years of experience in accounting, finance, business, or related field.
2. Proven problem-solving skills.
3. Strong background in Microsoft Office programs and the ability to learn new software systems.

**Required Educational Background**

1. Bachelor’s Degree Preferred