

Position Description

Position Title: Financial Aid Officer – Awarding

Classification: Other Unclassified

Function of Work: Processing and awarding student federal aid

Supervision Received: Associate Director - Financial Aid

Supervision Exercised: Student employees

Qualifications: Bachelors' Degree or equivalent experience (combination of education, training and related experience) required. Computer literacy including experience with Microsoft Office products preferred. Demonstrated customer service skills required. Must be able to communicate and establish a rapport with a diverse student population. Ability to give written and oral instruction in an understandable manner and ability to work independently is essential.

RESPONSIBILITIES

- Determine eligibility for federal, state, and institutional financial aid
- Administer all federal, state, and institutional policies and procedures relating to student financial aid and scholarships
- Counsel students and parents on all aspects of financial aid
- Research and resolve default, aggregate, and bankruptcy issues (C-Flags)
- Coordinate and performance of entrance and exit counseling
- Work reports from the UC4 process to determine if a student is receiving more aid than eligibility
- Process Title IV Aid Adjustment and Summer Aid Applications
- Assist in duties of other loan officers as needed
- Complete other projects as assigned by the Associate Director, and Director of Financial Aid