

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
- Counsel students and parents on all aspects of financial aid
- Determine eligibility and process Teacher Education Assistance for College and High Education (TEACH) Grant
- Determine eligibility and process Perkins loans
- Determine student eligibility for Go Grant award
- Assist in duties of other loan officers as needed
- Complete other projects as assigned by the Associate Director and Director of Financial Aid