POSITION DESCRIPTION

Position Title: Financial Aid Officer – Verification

Classification: Other Unclassified

Function of Work: Perform verification of applications to determine eligibility for federal aid as defined by federal regulations, and process awards for federal grant programs

Supervision Received: Coordinator of Verification and State Scholarships

Supervision Exercised: Student Employees

Qualifications: Bachelor's Degree required 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.

JOB 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 in all aspects of Financial Aid
- Complete verification of students' federal aid application.
- Determine and resolve conflicting information using professional discretion
- Manage and update files to determine students' financial aid awards, including processing corrections as needed
- Review and assist in resolving C Code holds and Drug Conviction problems on student's accounts
- Counsel students with regards to Professional judgment application process for special circumstances
- Determine student eligibility for Smart award – ending with the 10-11 award year
- Complete other projects as assigned by the Coordinator of Verification, Associate Director and Director of Financial Aid