



Job Description

JOB TITLE: Specialist, Financial Aid
FLSA: Non-exempt
SALARY LEVEL: Grade 5-Classified

The following duties and statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a complete listing of all responsibilities, duties and skills required of this position

SUMMARY:

Under direct supervision, of the Director, Financial Aid, the incumbent assists students and parents regarding the financial aid process, and provides information on available programs, procedures, and eligibility requirements. Reviews financial aid applications and related documentation for compliance with eligibility requirements. Provides assistance to students and parents in the completion of financial aid applications.

DUTIES AND RESPONSIBILITIES:

Confer with individuals to disseminate information and answer questions relating to financial assistance available to students enrolled in college.

Assist the director or assistant director in specific aid programs such as loans and Pell Grants.

Advise prospective and continuing students and parents regarding financial aid applications, procedures, eligibility requirements, and college policies

Performs a wide variety of typing assignments, sometimes confidential in nature.

Operates a personal computer or typewriter to enter data, draft, and edit. Reviews, and print letters, tables, reports, and other materials.

Greets and directs visitors. Answers inquiries concerning activities and operation of department.

Accepts, screens, and routes telephone calls. Maintains log of calls as required.

Sorts , screens, and distributes incoming and outgoing mail.

Prepares copies and sends faxes.

Create, maintain, process, and update files, records, and other documents.

Arrange meetings and conferences. Schedule interviews and appointments.

Performs other job-related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE:

Associates Degree and one (1) year directly related work experience or any combination of College, Technical, University education or directly related work experience that equals three (3) years.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Ability to communicate effectively, both verbally and in writing. Word processing, data entry or typewriting skills. Ability to read, write, and understand verbal and written instructions, short correspondence and memos. Ability to maintain calendars and schedule appointments. Ability to understand, follow, and enforce safety procedures. The ability to interact with students, faculty, staff, and customers of the college. Ability to calculate simple to moderately complex mathematical equations. Receptionist skills.

PHYSICAL EFFORT:

Light physical activity is required with occasional lifting of objects up to 15 pounds.

WORKING CONDITIONS:

Work is normally performed in an interior/office work environment.

SUPERVISORY DUTIES:

None

DIRECT SUPERVISOR:

Director of Financial Aid

Dated 3-22-06, revised 10-15-07