Financial Aid Coordinator

Department: Financial Aid
FLSA Status: Non-Exempt
Grade/Level: Admin/Prof Level I
Job Status: Full Time
Reports To: Associate Director of Financial Aid
Amount of Travel Required: Minimal
Positions Supervised: Student workers

Purpose: The Financial Aid Coordinator will assist students with their financial aid applications, verifications, awards, and related matters. This person will also serve as the office manager, including data entry, organizing and maintaining accurate and complete financial records, handling confidential records, tracking students’ academic progress, gathering and analyzing information for state and federal reports and audits, and working with the business office and the registrar during de-registrations, etc. This is a security sensitive position that must follow all Federal and State regulations and guidance.

Major Responsibilities:
- Conduct entrance/exit interview sessions
- Update student accounts and notify students accordingly.
- Assist students with financial aid and loan program applications, verifications, and related paperwork.
- Assist with the interpretation and implementation of state and federal financial aid policies and regulations.
- Monitor student academic progress.
- Utilize computer assisted financial aid record keeping.
- Provide information to prospective and enrolled students.
- Assist with financial aid presentations on campus, in the community, and at area high schools.
- Assist with developing and/or updating all online financial aid forms and keeps up with state and federal form revisions.
- Review and input data from students’ files for all awards.
- Monitor requirements for tuition waivers and maintain necessary documentation.
- Participate in local, regional, state, and federal organizations workshops to maintain current information on financial aid regulations per supervisor’s request.
- Assist with the selection, training, supervision, and evaluation of student workers.
- Coordinate work activities with other student services personnel.
- Perform other duties as assigned.

Competency Statement(s)
- Communication - Ability to communicate verbally and in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
  - Strong organizational and computer skills.
  - Knowledge of state and federal financial aid requirements (Texas).
  - Enthusiastic - Ability to bring energy to the performance of a task.
  - Friendly - Ability to exhibit a cheerful demeanor toward others.
  - Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
  - Interpersonal - Ability to get along well with a variety of personalities and individuals.
  - Reliability - The trait of being dependable and trustworthy.
  - Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
QUALIFICATIONS:
Education: Bachelor’s Degree or equivalent community college work experience.
Experience: Minimum of two years of business or a related experience; financial aid experience preferred.

SIGNATURES:

______________________________________
Dean of Enrollment Mgmt & Dir. of Financial Aid

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Vice President for Student and Outreach Services

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President

Job description developed: December, 2013
Reviewed: 
Revised: Diana Hall
Prepared by: