

Position: Financial Aid Processing Specialist
Department: Financial Aid
Reports to: Financial Aid Director

Position Number:
FLSA: Non-exempt
Salary Grade: 116

Summary

Advises and assists financial aid staff and students regarding all aspects of financial aid programs, forms, regulations, and procedures. May assist in the calculation of federal need analysis and awarding of financial aid. Responsible for maintaining all aspects of electronic transmission of financial aid records and participating in the reconciliation of same. Works independently under minimal supervision.

Essential Duties and Responsibilities

- Perform electronic receipts and transmissions of student aid files from Ed-Connect, Internet Gateway or other outside sources.
- Set computer parameters to efficiently process student aid records; maintain personal computer database files and applicant import history.
- Transfer files into institutional computer system and perform various procedures to prepare the files for processing.
- Print ISIRS and tracking letters as required for each upload. Perform processes necessary to manage communications required to complete student file.
- Process Pell originations and disbursements.
- Prepare queries of the financial aid database for federal, state and local reporting.
- Review and process Student Loan Clearinghouse reports.
- Assist in loan default prevention measures as assigned by the Director of Financial Aid.
- Provide liaison to ITS staff on hardware/software upgrades and modifications.
- Participate in the new year setup of financial aid software.
- Provide backup assistance to other office staff during peak times.

Qualifications

- **Knowledge and Skills**

Requires considerable knowledge of financial aid policies, procedures and operations. Requires knowledge of Federal and State regulations, policies and procedures relating to awarding and administering Financial Aid. Requires knowledge and skill with networked financial aid computer system and SAFERS and COLLEAGUE software. Requires skills with and knowledge of applicable word processing, spreadsheet, and student database applications. Requires math skills sufficient to compute sums, portions, percents, ratios, and quotients from formulas and tables. Requires well-developed human relations skills to convey technical concepts to others, resolve difficult and sensitive situations, facilitate small group in-service workshops, and project a positive image of the District.

- **Abilities**

Requires the ability to independently perform all of the duties of the position with efficiency and effectiveness. Requires the ability to analyze technical and complex information and documents and make assessments according to well-established policies, procedures, and mandated regulations. Requires the ability to impart technical and detailed information through one-on-one or group presentations. Requires the ability to perform data entry and personal computer database management duties and other general record-keeping and file maintenance duties. Requires the ability to communicate both formally and informally with a wide range of contacts both inside and outside the District setting.

- **Physical Abilities**

Requires sufficient hand, arm, finger dexterity to operate computer keyboard, ten-key, or other office equipment. Requires visual acuity to read words and numbers. Requires speaking and hearing ability sufficient to hear over phone, carry on routine conversations, and project voice to a small group.

- **Education and Experience**

Associates degree and two years of progressively responsible experience with at least one of those years in a student financial aid field. Comparable related work experience may substitute for higher education. A Bachelors degree may substitute for experience.

- **Licenses and Certificates**

Valid drivers license.