Financial Aid Specialist I (0611)

Basic Purpose/Job Function: Evaluates financial aid application information, determines different types of aid and amounts, and communicates with students, parents, campus offices, and outside organizations to facilitate this process.

Examples of Titles Replaced: Financial Aid Loan Coordinator; Financial Aid Specialist

Typical Functions May Include:

1. Evaluating applications for various types of financial aid in strict accordance with federal and state regulations and institutional policies and procedures
2. Determining aid and academic eligibility including loans, grants, scholarships and work study for students of all grade levels
3. Keeping abreast of new and changing regulations, policies and procedures
4. Utilizing computer technology to assist in processing financial aid applications, including monitoring analysis and updates of needs analysis formulas
5. Counseling and addressing the specific financial and personal situations of students and parents
6. Interpreting federal income tax returns, citizenship documents, veterans benefits, independent status, and verification compliance
7. Conducting seminars and workshops representing the Office of Financial Aid Services on campus, at high schools and for other organizations as requested
8. May assist in the training process of new staff members
9. Performing related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Usually has no supervisory responsibility

Supervision Received: Receives general supervision

Minimum Qualifications:

- **Education:** Bachelor's Degree  **Type:** To be determined by department
- **Experience:** 0 – 24 months  **Type:** Student Services/Financial Aid
- **Skills:** Effective oral and written communication; computer skills; ability to work independently; good organizational and interpersonal skills
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- **Special Requirements:** Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; ability to work effectively with a wide range of constituencies; requires contact with other departments and university officials; may include knowledge of one or more foreign languages; ability to bend, lift, stoop and carry.
- **Licenses:** To be determined by nature of job and/or department
- **Certifications:** To be determined by nature of job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.