



Job Title	Financial Aid Specialist	Job Code	ES0212
Pay Plan	USPS	Pay Grade	14
Union	AFSCME	FLSA Status	Non-Exempt
Job Family	Enrollment Services	Union Code	022
		Subfamily	Financial Aid

Job Family & Subfamily Summary

Enrollment Services Professionals participate in activities related to academic admissions, registration, financial aid services, and orientation for current and potential university students.

Admissions Professionals recruit, evaluate, and participate in the selection of candidates for admission. Coordinate with all organizations and individuals involved in the admissions process. Advise applicants and parents about educational planning.

Job Summary

Responsible for administration of tuition and financial assistance programs. Responsible for the dissemination of information for Student Financial Assistance through face to face, email, and phone counseling.

Representative Duties

1.
 - Advises and counsels students and parents regarding the financial aid process
 - Analyzes and evaluates student financial needs
 - Advises on availability of financial assistance
 - Participates in outreach activities and presentations to students, parents, high school counselors, and the community in workshops and training sessions
 - Attends professional workshops, meetings, and training sessions for professional development and to keep abreast of current rules and regulations
2.
 - Reviews and evaluates eligibility for loans
 - Coordinates loan certifications and disbursement of funds
 - Monitor loans for compliance
 - Manages student files

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
0+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.