



Financial Aid Advisor

Department: Financial Aid	Approved Date: 10/6/15
Reports To: Executive Director, Financial Aid	Team: Learning Support
FLSA Status: Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>	Part-time <input type="checkbox"/> Full-time <input checked="" type="checkbox"/>
Compensation: B10	Employee Group: Administrator
Contract or Grant Funded: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Position Summary:

The Financial Aid Advisor is responsible for providing financial aid advising to financial aid applicants and parents of dependent students. The financial aid advisor will also assist with awarding Federal and Institutional financial aid to applicants.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Interpret, articulate, and disseminate financial aid policies, procedures and regulations to students, parents and the public.
2. Provide financial aid advising and assistance to students who are applying for financial aid.
3. Meet with students/parents who have special circumstances including, but not limited to, unemployment and dependency overrides.
4. Serve as the “walk-in” financial aid advisor/counselor to provide assistance to financial aid applicants.
5. Compute and award federal and institutional aid in compliance with respective policies and procedures subject to federal, state and local audit. This position will work with students not selected for verification by the U.S. Department of Education.
 - a. Determine eligibility for federal/institutional financial aid.
 - b. Verify and interpret the Free Application for Federal Student Aid (FAFSA).
 - c. Request and interpret supporting documentation (i.e. tax transcripts and other verification documentation).
 - d. Analyze accuracy of data provided.
 - e. Access Department of Education databases to analyze and evaluate financial aid eligibility.
 - f. Determine and award funds based on verified eligibility.
6. Evaluate and assess transcripts for academic standing/progress. Counsel students on criteria for regaining financial aid eligibility.
7. Utilize integrated student information system (PeopleSoft) to award and track financial aid documents and eligibility; assign communications to students; run reports and track student statistics.
8. Maintain knowledge of Federal tax return guidelines and Federal verification requirements to ensure compliance.
9. Adhere to the highest professional and ethical standards to maintain data confidentiality and integrity.
10. Generate PeopleSoft query reports.
11. Represent the College at professional meetings and workshops.

Financial Aid Advisor

Required Minimum Qualifications:

1. Bachelor's Degree
2. Two years of experience in verification and awarding of Federal Financial Aid at a post-secondary institution

Desired Qualifications:

1. Knowledge of current best practices in financial aid
2. Experience in verification and awarding of Title IV financial aid
3. Knowledge of Federal Title IV financial aid regulations, including return of Title IV
4. Experience in resolution of financial aid eligibility issues
5. Experience in reconciliation of Federal financial aid programs
6. Knowledge of and experience using ImageNow and PeopleSoft
7. Experience helping students overcome financial challenges related to higher education
8. Experience working with students from diverse backgrounds
9. Experience working in a community college setting
10. Advanced skills in database management and Microsoft Office Suite
11. Experience in data collection, report functions, and productivity evaluation
12. Excellent oral and written communication skills
13. Strong interpersonal and organizational skills

Note: The College reserves the right to change or reassign job duties, or combine positions at any time