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# Example of Financial Aid Specialist Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of financial aid specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for financial aid specialist

* Evaluates student files for eligibility of federal, state, institutional, and private financial aid programs
* Communicate with students regarding student loans, grants, scholarships, Federal Work-Study, verification, special circumstances, unusual enrollment, and other financial aid issues
* Support training and professional development for new and experienced Admissions Counselors and Student Support Advisors on financial aid processes based on school and program requirements
* Work within the Financial Aid Systems and Application Processing Office
* Assist Manager with testing and implementing all upgrades/patches to enhance the Banner Financial Aid system
* Plan and develop training documents to give to Managers for staff training
* Implement all new related features as delivered by Ellucian
* Provide troubleshooting/problem solving to Financial Aid module and related software
* Assist Manager with New Aid Year Setup
* Interpret complex information and make evaluative determinations and recommendations

## Qualifications for financial aid specialist

* Comfortable with basic web-editing tools
* Familiarity with hiring forms (I-9, tax)
* One (1) year of professional experience in different aspects of administration and business practices
* Bachelor’s degree in accounting, business, psychology or related field
* Experience with Veteran’s educational benefits and VA Once
* Associate’s degree and/or an equivalent combination of education and experience (Bachelor’s degree preferred)