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# Example of Financial Aid Specialist Job Description

Our innovative and growing company is looking for a financial aid specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for financial aid specialist

* Responsible for awarding the Federal Work Study Program (FWS) and the Federal Supplemental Educational Opportunity Grant (FSEOG) in the University system of record
* Verify and sustain absolute compliance with all regulatory and institutional policies and procedures through the development and maintenance of a Financial Aid Policy & Procedure Manual
* Collaborate with other college departments
* Collaborates and works with fellow admissions and financial aid specialists, admissions counselors, supervisor, and enrollment management leadership to achieve university enrollment objectives
* Initiates and develops relationships with prospective students, families, and community partners through phone calls, emails, mail and in person interactions
* Works collaboratively with academic units and services throughout the University to facilitate student support pertaining to financial aid education
* Monitors recruitment, enrollment, and financial aid trends in assigned territory
* Required to work either the May or December commencement day per calendar year
* Performs other duties related to job description as assigned by supervisor
* Provide exceptional financial aid customer service via multiple mediums (phone, email, chat), with a focus on single-source service

## Qualifications for financial aid specialist

* Ability to document and track expenses
* High school diploma and at least 5 years of related work experience, or an equivalent combination of education and experience
* Self-starter with the ability to work and contribute in a team environment
* Ability to present a professional image in a formal and informal setting
* Ability to meet deadlines and complete projects accurately and on a timely basis
* Ability to apply critical thinking skills while performing multiple tasks with frequent interruptions