



Example of Financial Aid Assistant Job Description

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Our company is looking to fill the role of financial aid assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for financial aid assistant

- Counsel's prospective and continuing students, and their families about available sources of financial assistance, eligibility requirements, and application procedures
- The Assistant Director assists the Director in identifying key target markets for recruiting and marketing to prospective students including college campuses, industry forums, professional associations and organizations throughout the US and internationally
- Advising and assisting students and families on the phone re the financial aid process and all financial aid programs available to them at SUNY Oswego
- Coordinate with outside agencies to resolve all data and application situations
- Assist with coordination of all external scholarships, fellowships, Resident Advisor awards, grad assistantships and other resources
- Coordinate the processing and distribution of all incoming documents
- Assist with processing spring review of transfer students
- Assist the Assistant Director in the processing of summer financial aid
- Assist the Assistant Director with Direct Loan processing
- Assist Director and other staff members with other duties as assigned

Qualifications for financial aid assistant

- Must be able to prioritize work and work independently
- Global knowledge of financial aid and the PeopleSoft Student Administration

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in Business Administration, Accounting, Finance
- Copy/fax/scan/file documents
- Process large mailings
- Work with detail specific information