



# Example of Financial Aid Assistant Job Description

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Our growing company is looking for a financial aid assistant. 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 assistant

- Assist with federal loan and grant importing, processing and reporting
- Analyze financial aid applications along with other confidential financial data to determine eligibility for financial assistance from institutional, federal, state and other programs
- Answer general business and financial aid questions
- Take payments
- Work with business office to answer questions about student accounts/financial plans
- Gather and organize verification documents for the financial aid counselor to ensure accuracy and completion
- Manage front desk operations
- Greet students and parents
- Work closely with other Student Financial Services units to resolve problems as needed (e.g., resolve financial holds, on student registration, loan changes, refund and repayment of awarded funds)
- In coordination with the University Undergraduate Admissions and Financial Aid office and faculty, manage the undergraduate recruitment and admission processes in the Bienen School of Music, including merit aid

## Qualifications for financial aid assistant

- Knowledge of all Enrollment Services documents from Admissions, Records,

- Proficiency in Microsoft Office Suite including Word, Excel, and Power Point software
- Proficiency in social media tools such as Facebook and Twitter
- Experience in managing complex projects familiarity with maintaining complex technical rules in support of business process
- Excellent customer service skills excellent oral and written communication skills
- Three (3) to five (5) years related work experience, particularly in a higher education environment, preferred