



Example of Financial Aid Assistant Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of financial aid assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for financial aid assistant

- Assists in the development and implementation of policies and procedures for the financial aid award process
- Is well-informed of University policies and procedures
- Responsible for reconciliation and certification all Scholarship rosters federal and state
- Responds to inquiries in order to provide information concerning programs, policies, routines, deadlines
- Evaluates financial aid applications to determine eligibility using federal and institutional methodologies
- Works on federal websites including CPS, NSLDS and the Selective Service Administration
- In consultation with the Dean, faculty and The Graduate School (for PhD applicants), manage the review of all graduate applicants to the Bienen School of Music (MM and DMA)
- Plan, supervise, and represent the University at national recruiting fairs
- Oversee Bienen School Graduate Services, along with the Coordinator of Graduate Services and Financial Aid and faculty graduate directors
- Performs day to day supervision of staff

Qualifications for financial aid assistant

- Ability to interpret and apply FERPA regulations
- Possess strong interpersonal customer service skills, ability to negotiate and

student questions accurately and communicate answers to questions in an understandable format

- Must be able to multi-task, prioritize, and work independently and as a member of a team in a fast-paced environment – Excellent time management skills
- Ability to complete work successfully with many interruptions
- Strong ability to maintain accuracy and integrity of records
- Proficient in using Microsoft Office programs including Excel, Word, and PowerPoint