



Example of Financial Aid Assistant Job Description

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Our growing company is searching for experienced candidates for the position of financial aid assistant. 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 assistant

- Counseling students and parents on financial aid
- Posting/awarding of internal and external scholarships
- Posting and awarding of state grants CAP, KEES and reconciliation on both grants and the end of each semester
- Serve as backup for Blackboard to Tier II position- for escalated tickets, calls, emails
- Process No-Show process for students
- Monitor flags raised in starfish- monitor awarding on these students and adjust accordingly
- Default management Plan- monitoring early and late state delinquency
- Helps maintain office budget and process any office supply orders
- Quality Assurance of Documents
- Helping collect Financial Aid specific data

Qualifications for financial aid assistant

- Regularly monitors customer satisfaction
- Identifies and analyzes significant problems and opportunities
- Successfully uses multiple software programs independently
- Experience in financial database creation or management and working with complex enterprise data systems
- Basic computer skills, Excel experience a plus

