



Example of Financial Aid Assistant Job Description

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Our innovative and growing company is hiring for a financial aid assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for financial aid assistant

- Perform need analysis to determine students' eligibility for federal, state and institutional need-based aid, Federal Work Study and/or loans
- Provide information pertaining to financial aid application procedures and opportunities to prospective/admitted/deposited students, one-on-one counseling of students regarding financial aid procedures and opportunities
- Report program data to appropriate federal and state organizations
- Evaluates and analyzes financial information submitted by applicants to determine eligibility for financial assistance and determines type and amount of aid to be awarded in accordance with federal and state regulations institutional standards
- Notifies students of federal and state awards and incomplete disbursement requirements
- Processes aid for effective allocation of federal, state, and institutional resources in financial aid packages by verifying, completing needs analysis, and packaging undergraduate and graduate students
- Remains current on federal, state, and institutional regulations
- Look up information for data and reports
- Potentially make charts and graphs
- Skip Tracing (confirming certain information in student records for lenders/loan servicers)

Qualifications for financial aid assistant

- Detail focus critical

- Acumen and strong interpersonal skills
- Associate's degree (business, communications, education, or other related field) and three years of related experience, or equivalent
- Microsoft Office skills-specifically Excel, and WORD