



Example of Financial Aid Job Description

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Our growing company is looking for a financial aid. 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

- Research and approve expenditures for services, supplies and equipment according to established fiscal policies
- Informs students on available funding in accordance to their needs assessment, communicates with loan co-signers when necessary
- Trouble-shoot why a student's aid was not paid and determine path to rectify the situation
- A student or their parents' financial situation has had a negative change since applying for financial aid
- Audit and verify application materials for completeness and accuracy
- Help the University's recruiting effort by participating in Mountain Lion Experience orientations by providing general financial aid information to prospective students
- Determine if a student's financial stop can be lifted in order for a student to register by analyzing their financial aid for the academic year
- Be a resource for the customer service assistants and be available for specific student requests to see a counselor in a more private setting
- Counsel students on the information and processes necessary to create a financial aid plan
- Assist Information Specialist position when additional front desk coverage is needed

Qualifications for financial aid

- Work full-time and maintain regular and predictable attendance
- Able to work hours that support day, evening and weekend school operations
- Bachelor's degree with at least one year of financial aid experience to be eligible as a financial aid advisor
- This position also requires strong customer service skills and experience working with diverse populations and excellent oral and written communication skills
- Preferred qualifications include some supervisory experience, CUSIS (PeopleSoft Campus Solutions) experience and a Master's degree in a related field