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

Responsibilities for financial aid

- Develops and gathers appropriate materials, organizes and helps present student financial aid orientation programs, exit counseling, entrance interviews for students and their parents
- Assists other coworkers as needed in any function encompassed in the job description of the FAA
- Works with interdepartmental personnel to resolve students issues
- Attends workshops, seminars and webinars for professional development
- Ensure a high performance, customer service oriented work environment
- Monitor satisfactory academic performance (SAP) of student financial aid recipients
- Administer the appeals process related to SAP and special circumstances appeals (dependency, Unusual Enrollment History, Selective Service, etc)
- Program, update and maintain setup for the Student Information System (PeopleSoft) and web applications used in student needs analysis, awards, and records
- Oversee and coordinate the student loan program
- Account and report proper expenditures of financial aid funds

Qualifications for financial aid

- Minimum of five years of experience administering Title IV financial aid and knowledge of Veteran Educational Benefits
- Demonstrated ability to lead, motivate, and direct staff and collaborate effectively with others

- Commitment to the philosophy of a comprehensive community college and demonstrated commitment to equity across all populations
- Experience with a financial aid office which administers a variety of undergraduate financial aid programs
- Experience as an administrator in a large community college