



Example of Financial Aid Job Description

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

Responsibilities for financial aid

- Assist in preparing and monitoring the annual budget for financial aid allotments
- Ensure the maintenance of accurate financial aid records and files
- Monitor and review all third party vendors for performance and efficiency, including, but not limited to Default Management vendor and Blackboard Support Center
- Ensure Financial Aid Course Audit parameters are updated and accurate
- Work with Public Information Office and Media Services to develop, review, design, and update all publications related to financial aid (website, social media, handbook, correspondence, brochures)
- Assist/provide input on performance evaluations
- Make financial aid presentations and conduct workshops in regional high schools and at other community events for prospective students and their families
- Ensure assistance is provided to students and families with the financial aid process including completion of the FAFSA
- Collaborate with Educational Foundation for support of ACCE program and Foundation scholarships
- Assist with NRCC new student orientation sessions

Qualifications for financial aid

- Two years of post-secondary education
- Two years of strong customer service

- Familiarity with programs such as Peoplesoft, Campus Connection, Image Now, Microsoft Office
- Provide reports to college as requested