



Example of Financial Aid Job Description

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Our company is growing rapidly and is looking for a financial aid. 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

- Maintain weekly office hours at the College's off-campus site in Christiansburg and ensure that appropriate and adequate financial aid support is provided at this site on an ongoing basis
- Work occasional evening and weekend hours as required
- Participate in Counselor Team meetings and collaborate with others to resolve issues pertaining to student eligibility and awarding of financial aid
- Collaborate with others to resolve issues pertaining to departmental objectives and goals in a positive and collegial environment
- Maintain heavy volume of financial aid telephone calls and respond to email communications
- Reconcile student aid and loans
- Collect and track financial aid documents
- Certify student loan requests and counsel students on debt management issues
- Present financial aid information at divisional Open Houses, Orientation Sessions, and other events
- Late night and weekends required

Qualifications for financial aid

- Ability to handle multiple tasks in a fast-paced environment where deadlines are essential

- Knowledge of financial aid systems, operation and software (spreadsheets, word processors, presentations, databases, web design, etc)
- Ability to conduct investigative, quantitative and qualitative analysis
- Administration of third party payments
- Banner SIS higher education experience with the student, financial aid, and student accounts receivable modules