



Example of Financial Aid Job Description

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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

- Fulfill responsibilities in accordance with federal and state statutes, organizational policies and procedures
- Guide staff to troubleshoot PeopleSoft, EDEXpress, Common Originate Disbursement (COD), National Student Loan Data System (NSLDS) and other Federal procedures, and to resolve other challenges as needed
- Collaborate with the Director of Financial Aid to establish and implement standard operating policies, procedures and processes that support Institute Financial Aid, Scholarships and departmental needs
- Organize resources and initiate actions within established guidelines to achieve departmental objectives
- Research financial aid issues
- Work collaboratively with other departments to ensure that expectations of financial aid service are met consistently
- Participate in all meetings and events as assigned
- Provide exemplary student service at all times
- Communicate accurately and positively by telephone and email to students and internal customers
- Flexibility to work occasional extra hours and Saturdays as needed

Qualifications for financial aid

- Experience with development and implementation of a financial literacy and default prevention plan
- Innovative ability to use resources to support compliance and student success

- The ability to coordinate with other offices at the College to provide a unified message to students
- The ability to interpret and apply financial aid rules and regulations