



Financial Aid Advisor

Reporting to the Director of Financial Aid, the Financial Aid Advisor is responsible for assisting in the processing and administration of aid to all students.

Duties include but are not limited to:

- Assist in administering financial aid to all students
- Student advising and counseling
- Assist where needed in managing Title IV processing of new and continuing student loan and grant application
- Implement, monitor, and enforce policies and procedures as they relate to Title IV aid;
- Assist in the coordination of the college's response to any internal/external audits related to federal financial aid
- Assist in preparing documents required to meet federal compliance audit standards;
- Compile, prepare and analyze
- Coordinate, develop and present training/workshops for campus departments, students, high school counselors, parents and other community agencies concerning financing education
- Review students with special circumstances
- Prepare and monitor performance in the area of R2T4 Calculations, Verification and packaging
- Prepare written and oral reports to management
- Identify areas of improvement
- Administers state grants and Title IV refunds
- Participate in College events
- Certify the eligibility of students and award financial aid packages
- Other duties as assigned

Minimum qualifications:

- Bachelor's degree plus three years of related work experience
- Knowledge of student financial aid programs, standards, and procedures
- Experience with counseling students and families in financial aid
- Ability to review and evaluate student financial aid needs and prepare appropriate financial aid package

- Ability to disseminate information orally and in writing
- Ability to collect, analyze, compile and record data on financial aid
- Exceptional customer service skills