



## *Adrian College*

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<b>Position Title:</b>	<b>Financial Aid Officer</b>
<b>Supervision Received:</b>	General supervision; reports to Assistant Vice President for Enrollment
<b>Supervision Exercised:</b>	May coordinate activities and financial aid programs and student workers
<b>Work Schedule:</b>	Full-time; Monday–Friday, some evening and weekend work required
<b>FLSA Classification:</b>	Exempt

### **Purpose of Position and Example (not all-inclusive list) of Duties:**

The Financial Aid Officer is responsible for assisting in the administration of various financial aid programs including, but not limited to, student loans, work-study, grants, and scholarships. In addition, the Financial Aid Officer will assist and advise students and their families in the financial aid application process and perform other duties as assigned by the Assistant Director and AVP for Enrollment. This position involves frequent verbal, written and email correspondence with students, parents, lenders, outside agencies and Adrian College staff. The successful candidate will:

- Respond to inquiries from students, parents, or guardians regarding financial aid programs and eligibility.
- Collect and/or analyze financial aid data and various system generated reports to determine aid eligibility, make awards within federal, donor and/or institutional guidelines, and verify continued compliance/eligibility status.
- Notify students of changes in eligibility of awards and options to amend the situation.
- Assist in managing Federal Funds for government loan programs; administer rules and regulations set forth by the Federal Government concerning government funds and conditions established by donors of funds; serve in an advisory capacity to College officials.
- Assist in processing, certification, disbursement and reconciliation of Federal and Alternative Student Loans.
- Assist in administering the Federal Pell Grant Program and State Scholarship/Grant Programs.
- Conduct entrance and exit counseling through a variety of methods.
- Assist with the coordination, monitoring and reconciliation of the Federal and Institutional Work Study Programs offered at Adrian College.
- Performs data entry, award adjustments, reconciliation and verification of various financial aid documents and applications, monitoring for accuracy and reliability, and reporting to the appropriate agencies.
- Completes electronic financial aid applications, corrections, and recalculations using Federal systems.
- Keeps abreast of various state, federal and institutional regulations and requirements as they pertain to the administration of student financial aid.
- This position is institutionally authorized to accept financial aid documents and verify information.
- Perform a variety of administrative assistant/clerical duties including greeting and assisting visitors, answering the phone, and maintaining email.
- Perform other duties as assigned.

### **Minimum requirements:**

- A Bachelor's degree or related experience preferred.
- Requires basic accounting skills.
- Basic competency in computerized word processing, data input and reporting.
- Must be able to perform duties within the normal bounds of an office environment.
- Ability to effectively respond to changes in the workload as determined by the academic calendar, special events or prioritization of tasks by supervisor. Some overtime may be necessary.

**Physical requirements and working conditions:**

- Must be able to alternately sit and stand for substantial periods.
- Must be able to perform data input through keyboarding for extended periods of time.
- Must be able to lift at least 15 lbs.

**Disclaimer:**

The requirements listed above are representative of the knowledge, skill, and/or ability required. This is not an all-inclusive list. There may be additional duties required to ensure the delivery of services from the financial aid office, the enrollment management division or the college in general.

Adrian College is an Equal Opportunity Employer. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

