



Position Title: Financial Aid Services Manager
Reports To: College-Wide Director of Financial Aid Services
Department: Financial Aid Services
Prepared By/Date: Jennifer C. Brito/5-29-2009
Approved By/Date: Mercedes Amaya-College-wide Dir./06-14-2011
Revised: Donna French/06-13-2011

Job Code: 0685
Job Group: PEC
Salary Grade: 15
FLSA Status: Exempt

Summary:

This position is responsible for the coordination and administration of the Pell Grant program, the Return of Title IV implementation and serves as a liaison between the Financial Aid Office administration and the Office of Student Financial Affairs. Work required the exercise of considerable judgment in the interpretation and application of Federal Financial Aid policies and Procedures.

Essential Duties and Responsibilities:

- Monitors College-Wide Pell grant Electronic Processing via COD (Common Origination and Disbursement-Department of Education)
- Plans and executes the Pell Grant Reconciliation process throughout the program year, and assure that all adjustments are made timely. Perform the triple reconciliation (SAFE Financial Aid System – Odyssey – COD Department of Education) process as needed throughout the year
- Monitors the Pell Grant Multiple Reporting Institutions (MRI) process and serve as the College contact with Pell Officers at the other Colleges and Universities on order to reconcile the student records and financial transactions regarding RR2T4
- Monitors the return of Title IV file and collects and prepares reports needed to calculate student funds
- Works closely with Student Financial Services staff to reconcile the student records and financial transactions regarding R2T4
- Conducts training sessions for Campus Directors and their staff
- Creates written procedures regarding the administration of the programs under his/her purview
- Assists the Campus Financial Aid Directors and Advisors with record processing, problem solving and financial data analysis in the Financial Aid system and Odyssey
- Maintains regular contact with the National Student Loan Data System (NSLDS) and the Federal Student Aid national databases to keep abreast of information in order to analyze title IV loans and grants during complete life cycle of students, including disbursements, repayments, delinquency, and closure
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of pertinent Federal policies and procedures
- Knowledge of Microsoft Office software procedures
- Knowledge and proficient in using web applications and spreadsheets
- Excellent organizational and interpersonal skills
- Ability to analyze data and generate excel reports
- Ability to communicate effectively, orally and in writing
- Ability to exhibit comprehensive knowledge of Federal Financial Aid programs and financial aid policies and procedures in general

- Ability to maintain effective interpersonal relations with students, faculty, and administration
- Ability to follow oral and written instructions
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in Business Administration or related field and six (6) years experience in student services required
- Previous financial aid and student services managerial experience required

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name