



<b>Position Title:</b>	Financial Aid Advisor	<b>Job Code:</b>	3604
<b>Reports To:</b>	Campus Director	<b>Job Group:</b>	PENC
<b>Department:</b>	Financial Aid Services	<b>Salary Grade:</b>	12
<b>Prepared By/Date:</b>	Jennifer C. Brito/5-7-2009	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Mercedes Amaya/5-12-2010		
<b>Revised:</b>			

**Summary:**

The Financial Aid Advisor assists with the administration of financial aid programs by advising students regarding financial aid eligibility status, and awards financial aid to students demonstrating need.

**Essential Duties and Responsibilities:**

- Coordinates scholarship programs; assists students in completing financial aid applications.
- Investigates and resolves students concerns.
- Advises students on the timely completion of financial aid applications.
- Reviews supporting documents for verification.
- Conducts financial aid information sessions.
- Enters students' information in the Student Financial Aid Computer System.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge and experience in current federal and state financial aid policies and procedures
- Ability to communicate effectively, orally and in writing
- Ability to maintain effective interpersonal relationships with students, faculty, and administration
- Ability to acquire and exhibit comprehensive knowledge of complex Federal, State and Institutional financial aid regulations, procedures and directives
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to work on reports and work well with computers as well as in a mainframe environment.
- 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 stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects,

tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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 an appropriate field and three (3) years of related experience.
- Must be able to assume a flexible work schedule, which includes some evenings and weekend hours.

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name