



<b>Position Title:</b>	Financial Aid Advisor & Scholarship Coordinator		
<b>Reports To:</b>	Director		
<b>Department:</b>	Student Financial Aid	<b>Job Code:</b>	3608
<b>Prepared By/Date:</b>	Yanak Moreno/08-14-2009	<b>Job Group:</b>	PENC
<b>Approved By/Date:</b>	Ken Tague/08-14-2009	<b>Salary Grade:</b>	13
<b>Revised:</b>	Jennifer C. Brito/11-6-2009	<b>FLSA Status:</b>	Exempt

### **Summary:**

The primary responsibility of the Financial Aid Advisor & Scholarship Coordinator is to review and process paperwork for students who have applied for Federal Financial Aid and audit requirement prior to the disbursement of Title IV Funds. The Financial Aid Advisor also is the campus scholarship coordinator and is responsible for the design, implementation, and maintenance of the campus Scholarship Program.

### **Essential Duties and Responsibilities:**

- Analyze/interpret policies and eligibility for financial aid
- Inform and advise students/parents regarding availability of funding from various sources, applications process and procedures, rights and responsibilities related to student financial assistance
- Develop and implement financial aid workshops and outreach programs for students/parents
- Review/evaluate documentation to determine eligibility for a wide variety of federal, state and district grant, scholarships and other financial assistance programs
- Analyze/evaluate information and make financial aid decisions based on information reported on student application such as immigration status, dependency status, income, and financial aid history
- Interpret federal and state income tax returns as they apply to student eligibility
- Resolve conflicts between application for aid and supporting documentation
- Apply and monitor the student financial assistance academic progress policy to determine continued student eligibility
- Award financial assistance from a variety of possible sources
- Maintain accurate files and records
- Monitor assigned program budgets and expenditures
- Coordinate the review and delivery of scholarship programs for the campus
- Provide general eligibility requirements to departments as needed
- Train/provide work direction to student workers and other personnel as assigned
- Assist in the development and improvement of various program policies not requiring the immediate attention of Director
- Perform general office support duties as assigned
- Compose, design, and edit consumer information flyers and brochures
- Perform other duties related to the business of the department as assigned
- Assist with special projects
- Serve on college committees as assigned
- Attend workshops and conferences as assigned
- Performs other related duties as assigned

**Knowledge, Skills and Abilities:**

- Title IV Financial Aid Student Loan Counseling, Banking, and/or Accounting Experience
- Experience with computer programs including Internet, Microsoft Word, Excel, PowerPoint
- Ability to work with designated student databases and college financial aid system (Prosam)
- Experience with preparation of business correspondence, reports, forms, vouchers, work orders, and specialized documents connected with financial aid job tasks and duties using correct business spelling, grammar, punctuation, and formatting
- Ability to work effectively in a dynamic team and to multi task in a fast-paced, multi-ethnic, multi-cultural environment
- Superior interpersonal and persuasive communications skills
- Excellent time management and organizational skills

**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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

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 and four (4) years of experience.

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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