



**Position Title:** Part-time Financial Aid Advisor  
**Job Code:** 8412  
**Reports To:** Campus Financial Aid Director

**Grade:** CT  
**FLSA:** Exempt

**Job Description:**

The Part-Time 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.

**Duties & Responsibilities:**

- 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.
- Provides financial aid applications assistance and guidance in processing paper and online applications, and follows up with students for retention purposes.
- Conducts financial aid counseling workshops.
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree in an appropriate field from a regionally accredited institution and three (3) years of related experience
- 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.
- 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