

# Job Description

Position Title: Coordinator, Financial Aid

Job Group: Student Services

Job Level Group: Professional Entry

FLSA Status: Exempt

Salary Grade:

## Position Summary:

The OFAS Program Coordinator has responsibility for performing professional level duties requiring analytical decision-making and coordination of program requirements. Incumbents are responsible for performing various duties in the coordination of internal and external scholarship programs and Title IV programs, which can include outreach, customer service, regulatory research, evaluation of policy and procedures, fiscal and budgeting operations, creating/monitoring communication with students, and website development.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Utilize college, state and federal regulations in areas of scholarship and Title IV program requirements, awarding, disbursing, recalculation and reconciliation of accounts
2. May supervise and coordinate daily duties for staff and student
3. Develop processes and communication for implementation, evaluation and coordination of department and program
4. Research, compile, review data, and prepare related reports and
5. Develop and present materials used for student recruitment, relay Title IV compliance requirements, scholarship requirements, financial aid and scholarship outreach, employee training to faculty, staff, students, businesses, agencies, local schools and the
6. Respond to requests for information in an assigned program area from faculty, staff, students, businesses, agencies, local schools, and the community.
7. Provide support for staff on processes and procedures.
8. Participate and assist in developing and monitoring scholarship and Title IV program budgets, which may include awarding or reconciling student accounts.
9. May monitor scholarship and Title IV programs to propose changes and participate in development and implementation of scholarships and Title IV policy and
10. Plan, coordinate, and participate in visits to area schools providing guidance to middle and high school students on FAFSA and Scholarship application and completion

- 11.** Collaborate with internal departments and local agencies and community representatives, and organizations to forward college initiatives and determine client and program needs
- 12.** Assist students with facilitation of FAFSA application and completion, scholarship application, understanding college requirements and academic progress
- 13.** Coordinate Title IV and Scholarship program quality reviews and other continuous improvement efforts
- 14.** Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of related regulatory compliance principles and practices.
2. Knowledge and application of interviewing and investigative methods and procedures.
3. Knowledge of administrative procedures and practices.
4. Knowledge and application of organizational and time management principles.
5. Skill in analyzing data and drawing conclusions.
6. Skill in positive, productive and flexible customer service.
7. Ability to apply effective and accurate data entry and typing skills.
8. Ability to apply effective written and verbal communication skills.

## Supervision:

- Not responsible for supervising the work of others.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Public Administration, Business, or a closely related field of study required.
- Up to One (1) of experience in Title IV, scholarship program or related field required.
- One (1) to Three (3) years of related experience preferred.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check required.