Faculty and Student Services Job Function

FSS Financial Aid Officer V
Grade: 59
Job Code: S0159M
Job Family: Financial Aid
Job Family Matrix: Financial Aid Matrix

Summary
Oversee all aspects of financial aid administration including compliance, disbursement of funds, and financial aid reporting in accordance with established federal and university standards and guidelines.

Core Duties
• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
• In partnership with senior leadership, develop and implement effective, long range financial aid plans; oversee disbursement of funds and direct and implement strategic awards to maintain or increase enrollment yields
• Direct the audit review process to ensure program compliance with federal and institutional regulations
• May plan and manage departmental budget
• Develop financial aid reports, analyze data and trends to refine procedures, policies and practice
• Monitor technologies, systems and business processes; develop, enhance and implement processes
• Collaborate with leadership to continuously improve financial aid policies
• Ensure compliance with federal, state and institutional financial aid requirements and auditing standards

Basic Qualifications
• Bachelor's degree or equivalent work experience required
• Minimum of 8 years’ relevant work experience
• Supervisory experience

Additional Qualifications and Skills
• Master’s degree in relevant field preferred
• Knowledge of Microsoft Office Suite, advanced Excel skills
• Advanced knowledge of financial aid processes
• Communication skills (both written and verbal)

Certificates and Licenses

Physical Requirements
• Sitting using near vision use for reading and computer use for extended periods of time
• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

Working Conditions
• Work is performed in an office setting
• Travel may be required
• May be required to work nights and weekends