

## Faculty and Student Services Job Function

### FSS Financial Aid Officer I

Grade: 55

Job Code: S0155M

Job Family: Financial Aid

Job Family Matrix: [Financial Aid Matrix](#)

#### Summary

Supervise financial aid activities 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
- Supervise financial aid award process including application processing, award determination and dissemination and applicant advising
- Plan and administer financial aid events and counseling sessions
- May plan and manage departmental budget
- Prepare and analyze financial aid reports to track trends
- Monitor technology systems and provide training
- Assist in developing departmental policies and procedures, recommend improvements
- 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 1 years relevant work experience

#### Additional Qualifications and Skills

- Supervisory experience
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Working 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