

## **Faculty and Student Services Job Function**

### **FSS Financial Aid Officer III**

**Grade: 57**

**Job Code: S0157M**

**Job Family: Financial Aid**

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

#### **Summary**

Manage financial aid operations including evaluating and analyzing financial information submitted by applicants, counseling students on debt management, financial aid reporting and analysis 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
- Oversee financial aid operations including application processing, needs evaluation, applicant advising and event planning
- Counsel prospective and current students, and families, on financial planning and financial assistance
- Contribute to financial aid strategy development to meet the needs of students
- May plan and manage departmental budget
- Prepare and analyze financial aid reports to track trends
- Provide training on relevant regulations, new technology, or new procedures
- Evaluate departmental policies and procedures and 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 5 years' relevant work experience

#### **Additional Qualifications and Skills**

- Supervisory experience
- 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