

Faculty and Student Services Job Function

FSS Financial Aid Officer IV

Grade: 58

Job Code: S0158M

Job Family: Financial Aid

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

Summary

Lead financial aid operations and oversee compliance to ensure that all processes are 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
- Lead the development and implementation of a comprehensive financial aid program designed to address the needs of students including award evaluation, applicant advising and event planning
- Lead financial audits to ensure program compliance with federal and institutional regulations; make corrections as necessary
- May plan and manage departmental budget
- Design and create complex reports to support financial aid goals; analyze financial aid metrics to support strategic planning
- Manage financial information systems and advise on future technology strategy and needs
- Assist in formulating financial aid policies and procedures; advise department managers and staff on 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
- A minimum of 7 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