

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