

Faculty and Student Services Job Function

FSS Financial Aid Officer I

Grade: 55

Job Code: S0155P

Job Family: Financial Aid

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

Summary

Independently review financial information submitted by applicants to determine eligibility for financial assistance. Determine type and amount of aid to be awarded in accordance with established federal and university standards and guidelines.

Core Duties

- Review financial information submitted by applicants and ensure that all requirements are complete
- Process and disseminate financial offers to admitted applicants
- Determine and prepare financial aid awards and set up authorizations for student tuition and stipend awards
- Counsel prospective and current students, and families, regarding financial planning and financial assistance
- Organize events including orientation programs and receptions
- Apply financial aid policies; respond to inquiries and information requests
- 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 year relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Working knowledge of basic financial aid administration processes
- Excellent written and oral communication skills

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