

Faculty and Student Services Job Function

FSS Financial Aid Officer II

Grade: 56

Job Code: S0156P

Job Family: Financial Aid

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

Summary

Independently perform a variety of financial aid activities including reviewing and evaluating financial information submitted by applicants to determine aid award in accordance with established federal and university standards and guidelines.

Core Duties

- Evaluate and analyze financial information submitted by applicants, ensuring data is accurate and compliant, and process awards
- Conduct needs analysis and prepare financial aid awards for students, review appeals for applicants requesting additional financial assistance
- Counsel prospective and current students, and families, on financial planning and financial assistance
- Responsible for event preparation and presentations such as entrance and exit counseling sessions, budgeting and debt workshops, admissions open houses, student orientation
- Prepare analysis and projection of financial aid funds
- Collaborate on the development and editing of publications, financial aid forms, general student correspondence, website content
- Interpret and administer admissions and financial aid policies for applicants and staff
- 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 3 years' 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