

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

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

**Grade: 57**

**Job Code: S0157P**

**Job Family: Financial Aid**

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

#### **Summary**

Independently perform financial aid activities 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**

- 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
- Assist in planning and implementing financial aid strategy to attract applicants
- Develop and analyze detailed statistical documents including budget sheets and yield reports; provide reports to management to assist with setting the strategic direction of the financial aid function
- Develop and evaluate financial aid materials, website content, forms, etc.
- Interpret and administer admissions and financial aid policies for applicants and staff; assist management with policy development
- 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**

- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of 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