

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

### **FSS Financial Aid Officer IV**

**Grade: 58**

**Job Code: S0158P**

**Job Family: Financial Aid**

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

#### **Summary**

Facilitate financial aid activities, serve as a subject matter expert, and provide analysis and reporting for the department in accordance with university and departmental policies.

#### **Core Duties**

- Evaluate and analyze financial information submitted by applicants, ensuring data is accurate and compliant, and process awards
- Function as subject matter expert or project lead
- 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; develop and lead information and recruitment sessions
- Collaborate with management to develop strategic goals for financial aid
- Develop specialized financial aid reports to track awards, trends, etc.; analyze data and make recommendations for use in strategic planning
- May provide coaching and staff training
- Develop and evaluate financial aid materials and procedures for communicating critical aid processes, awards, and debt information to students
- Assist senior management in formulating financial aid policies and procedures; make recommendations to improve overall administration
- 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 7 years' relevant work 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), including specifically: the ability to make presentations to large groups of students, parents and alumni

#### **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