**Job Title:** Financial Aid Specialist  
**Job Code:** 10514

### JOB SUMMARY

The Financial Aid Specialist is responsible for performing professional and administrative duties associated with the delivery of student financial aid services.

### MAJOR DUTIES

- Collects and reviews financial aid applications to determine completeness and eligibility;
- Determines eligibility and awards financial aid applicants using various software packages;
- Processes applications and corrections, tracks documents, completes the verification process, generates tracking and award notifications;
- Requests additional information for incomplete or inconsistent applications to perform accurate needs analysis;
- Counsels and advises students and parents concerning financial aid and VA opportunities and application processes;
- Monitors SAP status for students;
- Assists with front-counter duties as needed.

### COMPETENCIES

- Knowledge of student financial aid processes and procedures
- Knowledge of college, state and federal student financial aid programs, regulations and guidelines
- Knowledge of relevant federal and state regulations
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

### MINIMUM QUALIFICATIONS

- Associate’s degree *and* Three (3) years of related work experience

  **Note:** Experience may substitute for the degree on a year-for-year basis.

### PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.