



JOB TITLE: Financial Aid Clerk (full time, non-exempt)

JOB OVERVIEW:

An entry level position providing support to students and parents with the financial aid process. Reports directly to the Financial Aid Director at the Warner campus.

EDUCATION/ EXPERIENCE REQUIRED:

- High school diploma or AA/AS degree
- Two years related work experience
- Strong customer service experience
- Ability to act independently and as part of a team
- Ability to organize and prioritize multiple tasks

KNOWLEDGE, SKILLS, AND ABILITIES:

- Self-directed, with good organizational skills
- Adaptability
- Computer-literate with recent data entry experience
- Ability to analyze detailed data
- Possess good oral and written communication skills
- Ability to work effectively with a variety of individuals
- Knowledge of computer software, including PowerPoint, Excel, MS Word.
- Skilled at performing multiple tasks simultaneously
- Ability to relate to students and parents and make them feel comfortable

DUTIES AND RESPONSIBILITIES:

- Authorizing payment of Title IV funds to student accounts or to students directly.
- Authorizing refunds to students and to Title IV program accounts.
- Ensuring that the college collects any required repayments.
- Advising and counseling students and parents about financial aid.
- Providing students with consumer information, as required by federal regulations.
- Developing written policies and procedures that affect the college's administration of Title IV programs.
- Determining students' eligibility for financial aid and making financial aid awards to students.
- Coordinating activities of the Financial Aid Office with those of other institutional offices in administering financial aid programs.
- Interacting with various outside groups, agencies, associations, and individuals about issues concerning the college's administration of financial aid programs.
- Monitoring students' enrollment to ensure that satisfactory academic progress is maintained.
- Maintaining both college records and student records that document activities of the Financial Aid Office and provide data for reports.
- Keeping current on changes in laws and regulations to ensure that the school remains in compliance.
- Assisting in reporting Pell Grant expenditures.
- Reconciling student financial aid data provided to the Business Office to ensure that all payments have been made, refunds are accounted for, and expenditures are reported.
- Compilation and submission of all institutional, state and federal reports concerning Title IV student aid programs.
- Preparing for and participating in program reviews and audits.
- OTAG and Federal Work Student program oversight
- Supervise and train financial aid student employees
- Cross-training on multiple financial aid tasks
- Other duties and responsibilities as assigned by the director.

SPECIAL REQUIREMENTS: (see next page)

Will be required to work at the location that best serves the institutional needs of Connors State College

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.