

FINANCIAL AID ASSISTANT II/SCHOLARSHIP COORDINATOR

DEFINITION

To perform a variety of activities involving the dissemination of financial aid information to students; and to perform technical and clerical tasks in the maintenance and documentation of financial aid information.,

To coordinate the administration of the student scholarship program at the college, to perform a wide variety of duties involving the development of scholarship funds and the awarding of such funds, and to provide accurate and timely information regarding scholarships to students and staff and donor organizations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Special Programs and Services.

May exercise technical or functional supervision over less experienced financial aid personnel or student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Provide applications, information, and assistance to students regarding available financial aid programs, such as grants, loans, scholarships and work-study jobs.

Review financial aid application forms for accuracy and completeness; secure additional information from students as necessary.

Process financial aid applications and transcripts; prepare and maintain student folders.

Determine student eligibility for financial aid based upon established criteria pertinent to each program.

Input data into computer terminal for disbursement of checks and proper accounting procedures.

Tabulate and prepare statistical reports periodically and upon request.

Select, train, and supervise student assistants as assigned.

Provide applications, information and assistance to students regarding available scholarships.

Implement and coordinate the scholarship program, including promoting the program, serving as secretary to the selection committee, scheduling interview between students and scholarship donors, working with the community processing new sources of scholarships, and coordinating related award ceremonies.

Serve as secretary for the Scholarship Selection Committee and various donor organization groups.

Give presentations to various groups regarding the financial aid programs that are available.

Perform related duties as assigned.

(Over)

MINIMUM QUALIFICATIONS

Knowledge of:

Policies, procedures, rules and regulations for college student scholarship and financial aid programs.
General methods and procedures of bookkeeping.
Office and clerical procedures, equipment, and systems.

Skill to:

Read, understand and interpret policies, procedures, rules and regulations of student financial assistance programs and scholarship programs.
Operate a computer terminal, office calculator, and other office equipment with speed and accuracy.
Communicate effectively and tactfully in both oral and written form.
Perform responsibilities with independence and a high level of judgment, often under time pressure.
Provide accurate and complete information to supervisor and other personnel as requested.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of experience similar to that obtained as a Financial Aid Assistant II with a community/junior college, state university or institution of higher learning with similar requirements along with experience in administering scholarship programs.

Training:

Equivalent to completion of the twelfth grade including or supplemented by training in business office skills.