

Financial Aid Counselor and Federal Work Study Coordinator

Job Summary

The Financial Aid Counselor and Work Study Coordinator is responsible for managing the Federal Work Study programs, as well as counseling and processing financial aid on a daily basis.

Job Duties and Responsibilities

- Manage and coordinate the Federal Work Study program between multiple departments on campus including payroll, work authorization, job descriptions and off-campus (community service) opportunities.
- Administer and oversee the daily operations of the Federal Work Study Program, coordinating and monitoring all work-study positions and placements of students.
- Ensure compliance with federal, state, and university policies, guidelines, and regulations governing the Federal Work Study Program.
- Reconcile Federal Work Study accounts monthly with Payroll and the Business Office
- Review and verify students' work study eligibility in the hiring process via electronic workflow and Banner
- Disburse Financial Aid communication regarding Federal Work Study Funds to students and supervisors regarding award amounts, sending memos for students who are approaching or have surpassed their funding in order to remain compliant and within the student's cost of attendance/budget.
- Generate reports and analyze data to track program effectiveness and make recommendations for improvement.
- Assist students with general questions pertaining to their financial aid for walk-ins, phone calls and emails.
- Maintain basic understanding of financial aid policy and procedures, regularly handle confidential information and maintain confidentiality of all student records and interactions in accordance with the Family Educational Rights and Privacy Act (FERPA)
- Review incoming financial aid documents for completeness
- Other job duties as assigned

Knowledge, Skills, Abilities and Personal Characteristics

- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and Adobe
- Organized and detail oriented, strong communicator with excellent interpersonal skills and willingness to assist as needed along with well-developed analytical and problem-solving abilities.
- Ability to establish and maintain effective working relationships with other staff members, campus departments, outside agencies, and students/families
- High degree of initiative and independent judgement and ability to perform duties independently with minimal supervision
- Excellent oral and written communication skills and a comfort level with public speaking before large groups as required.

Education, Training, and/or Experience

Preferred Qualifications:

- Bachelor's Degree from an accredited institution of higher education in a related field.
- Work experience in Financial Aid and/or Higher Education
- Must be, and remain, in good standing with personal Title IV loans
- Must be able to lift/carry with or without reasonable accommodation up to 25 lbs.

Reports to: Director of Financial Aid