



Financial Aid Advisor Job Description

Job Title: Financial Aid Advisor
Job Class: Professional
Department: Student Services
Reports To: Director of Enrollment Services and Financial Aid
FLSA Status: Non- Exempt
Compease: Grade 8
Approved By: Vice President of Institutional Advancement
Approved Date: 11/10/2021

I. Position Purpose

The Financial Aid Advisor will assist the Director and Associate Director of Financial Aid in the planning, development, organization and coordination of financial aid. Financial aid programs include grants, loans, scholarships, work grants, and outside agency programs. The Advisor will perform the day-to-day activities of a professional financial aid administrator.

II. Duties and Responsibilities

PROVIDE FINANCIAL COUNSELING: The Financial Aid Advisor will meet with students and assist them with filing financial aid documents including the Free Application for Federal Student Aid (FAFSA), verification, and other necessary documents. The Advisor will assist students with the process of accepting federal, state and institutional aid.

MAINTAIN FEDERAL COMPLIANCE: The Financial Aid Advisor will stay up to date on current regulations and changes affecting Federal, State and Institutional financial aid. Attendance will be required at trainings and the advisor must be willing to learn new things and adapt to the ever-changing regulatory environment at both the state and federal levels.

ENSURE ACCURACY AND TIMELINESS- The Financial Aid Advisor will be required to process financial aid documents in a timely manner and be able to prioritize projects, and keep electronic files and processes organized. This position requires a high attention to detail along with the ability to work both quickly and accurately.

ENGAGE IN COLLEGE AND COMMUNITY SERVICE: The Financial Aid Advisor will serve on committees and collaborate with education institutions and professional organizations for development and to share best practices; participate in recruiting, on-campus events, and perform other job-related duties as assigned.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE. The Financial Aid Advisor will demonstrate professionalism and provide quality customer service in accordance with the College's values. Additionally, the Advisor will maintain positive working relationships, make decisions, and solve problems. The Financial Aid Advisor will maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. The Advisor will also exhibit flexibility, willingness to learn, ability to adapt to change, and maintain current technology skills.



III. Qualifications - Education, Experience, and Skills

- Minimum of an Associate Degree in Business or other relevant field. Bachelor's degree preferred.
- Minimum of 1 year of similar or related experience.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).