

STUDENT FINANCIAL AID SPECIALIST (PELL)

GENERAL STATEMENT:

Perform duties of a routine or semi-routine nature within the financial aid office.

REPORTS TO:

Director of Student Financial Aid and Veteran's Services

OCCUPATIONAL GROUP:

Auxiliary

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED. Associates Degree or equivalent office work experience preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years of office work experience required. Two (2) years of office work experience required if candidate possesses an Associates Degree. Experience in financial aid preferred.

OTHER:

Data entry/computer skills required, knowledge of and experience with word processing programs (i.e. MS WORD) and spreadsheets (i.e. MS EXCEL) required. Knowledge of and experience with scanning/imaging programs preferred. Knowledge of and experience with basic office equipment. Ability to communicate effectively both orally and in writing. Ability to organize, set priorities and maintain records. Must have good public relations skills and the ability to work well with other employees.

DUTIES AND RESPONSIBILITIES:

- Prepare need analysis, determine amount of award, and arrange for payment of student's grants.
- Provide financial information to students and parents.
- Assist students with preparation of and/or corrections to their financial aid forms.
- Maintain records of individual financial aid payments to students and balance monthly records of payments with the business office.
- Assist the VA personnel when necessary.
- Assist in the processing of student loans.
- Assist in the management of scholarships.
- Assist the Director of Student Financial Aid and Veteran's Services in preparation of forms, reports, and any paperwork necessary.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 10/01/09

JD243