

STUDENT FINANCIAL AID SPECIALIST (VETERANS & 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:

Staff

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associates Degree required or equivalent office work experience in lieu of degree may be considered.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years of office work experience required. 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. Possess strong mathematical skills. 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.
- Maintain records of individual financial aid payments to students and balance monthly records of payments with the business office.
- Assist students with preparation of and/or corrections to their financial aid forms.
- Assist in the processing of student loans.
- Assist in the management of scholarships.
- Prepare and maintain all records pertaining to VA.
- Provide VA and financial information to students and parents.
- Resolve problems with VA checks.
- Assist veterans with any changes in paperwork or programs.
- Insure the correct and proper processing of VA paperwork.
- Enter incarcerated financial aid information into the computer.
- Administer, reconcile and complete reporting for all work-study programs. This includes budgetary duties of assuring that accounts are not overdrawn. The program requirements must be adhered to money spent in a timely manner.
- Ensure that the Financial Aid webpage is up-to-date and meets both state and federal regulations.
- Assist in academically advising Veteran student.
- Assist student financial aid personnel when necessary.
- Assist the Interim Director of Student Financial Aid and Veterans' Services in preparation of forms, reports, or any paperwork necessary.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

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- Within the general range of an office environment.

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: 08/20/2018

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