STUDENT FINANCIAL AID SPECIALIST (VETERANS)

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.

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 and maintain all records pertaining to VA.
- Provide VA 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.
- 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 Director of Student Financial Aid and Veterans' Services in preparation of forms, reports, or 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:* *1/27/2016*

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