

## **STUDENT FINANCIAL AID SPECIALIST/LOAN COORDINATOR**

### **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 a financial aid office 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:**

- Process all student loan applications.
- Perform all reporting requirements for the student loan programs.
- Maintain records of entrance and exit student loan counseling.
- Responsible for all aspects of the student loan programs.
- Provide financial information to students and parents.
- Assist students with preparation of and/or corrections to their financial aid forms.
- Assist in the management of scholarships.
- Assist director of student financial aid and veteran's services in preparation of forms, reports, and any paperwork necessary.
- Reconcile loans monthly.
- 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: 5/1/2014*

JD434