

FINANCIAL AID ASSOCIATE II

GENERAL STATEMENT:

Serve as financial aid advisor in attainment of the educational objectives of the institution.

REPORTS TO:

Provost and Director of Financial Aid & Veteran's Services

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years' experience in Financial Aid or related field required.

OTHER:

Computer and accounting skills required. Knowledge of and experience with word processing, spreadsheets, etc. required. Knowledge of and experience with scanning/imaging programs preferred. Ability to organize, set priorities and maintain records. Effective communication and public relations skills are a must.

DUTIES AND RESPONSIBILITIES:

- Maintain and distribute all forms related to financial aid.
- Assist students with Federal financial aid forms and related required documentation.
- Provide information to students, parents and community regarding financial aid.
- Prepare need analysis, determine amount of award, and arrange for payment of student's grants.
- Assist in maintaining the accuracy of awards for current and previous enrollment periods.
- Inform students of regulations concerning all financial aid, including admissions requirements, dropping courses, failing courses, class attendance, withdrawing from school, and transferring.
- Represent financial aid in areas concerning scholarships and exemptions.
- Work closely with financial aid director to determine aid approval and dispersal of available funding (tuition, fees, books, etc.).
- Represent financial aid in all matters for all regular semesters, quarters, and mini-semester.
- Determine student eligibility for work-study programs including college and special grants.
- Serve in all levels and as needed in the administration of the official THEA test and TVCC pre-admissions tests.
- Serve as assistant chief test administrator (and in some cases act as chief test administrator) for Quick THEA testing (including admissions testing and all health occupations program testing).
- Assist in advising students in vocational and academic advisement, career counseling, degree plan choice, and other activities.
- 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: 04/18/12

Revised: 11/11/2015

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