Position Title: Financial Aid Assistant  
Reports To: Campus Dean and Financial Aid Officer  
Classification: Non-Exempt  
WC Code: 8868  
Position Type: Fifth Level Administrator  

**Major Responsibilities:** Maintain a complete knowledge of financial aid regulations, and implement all financial aid policies.

**Specific Duties and Responsibilities:**

1. Read, understand and comply with the College's mission, the catalog, the College's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Adjust Payment Plans based on ISIR Corrections, and student status data changes.
3. Interview New / Active students, and create Financial Aid Packaging.
4. Review / Process applications, and ensure that the financial aid recipient's file contains all appropriate and necessary documentation to determine eligibility.
5. Collaborate with Admission Representatives to guarantee that proper financial aid information is available to prospect students.
6. Collaborate with Registrar's Office and maintain accurate record of student withdrawals, credit transfers, credits by examination, failures, and leave of absence students.
7. Maintain and update all financial aid records on the computer.
8. Confirm student's information through online programs such as NSLDS, Selective Service, FAFSA on the web, IFAP and Educational Loan Center.
9. Enter FAFSA information to calculate the Pell Grant Disbursement, verify student's eligibility, and prepare payment schedule.
10. Send G-845 forms to the Department of Homeland Security in order to confirm the student's immigration status.
11. Distribute financial aid information to current and prospective students upon request.
12. Provide financial aid advisement to the Active and Prospective students (Entrance Interview).
13. Make sure that the Exit Interview process is completed and understood upon time of completion.
14. Perform special projects assigned either by the Financial Aid Officer or Campus Dean.
15. Maintain current reference material (e.g. financial aid manuals, memoranda, and regulations) pertaining to financial aid.
16. Organize and review documents of Drop and Graduate students.
17. Program schedule and posting Loan and Pell disbursements.
18. Review ledgers and Grade History for Leave of Absence students.
19. Maintain Activity Log for Prospective students, LOAs, G-845 forms, and Refunds.
20. Send Master Promissory Note to Citibank after receiving the Common line report from Financial Aid Director.
21. Report ledgers adjustment to bursar's office for ESL students (Grads or Drops).
22. Process ISIRS for new students every start dates.
23. Participate in the self-studies and committees conducted by the college.
24. Support and participate in College Commencement Ceremonies.
25. Responds to communications (email/voicemail) on a daily basis.
26. Performs other duties as assigned.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you are interested in applying for this position, please click on the link below:
https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=14976