



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 University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Responds to communications (email/voicemail) on a daily basis.
3. Review and follow the **Internal Procedures** given by the Financial Aid Officer or the Director of Financial Aid.
4. Interview New / Active students, and create Financial Aid Packaging.
5. Complete and explain Financial Aid Projection to prospective students.
6. Adjust Payment Plans based on ISIR Corrections, and student status data changes if EFC change.
7. Review / Process applications, and ensure that the financial aid recipient's file contains all appropriate and necessary documentation to determine eligibility (*See the Internal Procedures*).
8. Collaborate with Admission Representatives to guarantee that proper financial aid information is available to prospect students.
9. Collaborate with Registrar's Office and maintain accurate record of student withdrawals, credit transfers, credits by examination, failures, and leave of absence students.
10. Maintain and update all financial aid records on the computer.
11. Confirm student's information through online programs such as NSLDS, COD, Selective Service, FAFSA on the web.
12. Send G-845 forms to the Department of Homeland Security in order to confirm the student's immigration status.
13. Distribute financial aid information to current and prospective students upon request.
14. Provide financial aid advisement to the Active and Prospective students (Entrance Interview).
15. Perform special projects assigned either by the Financial Aid Officer or Campus Dean.
16. Maintain current reference material (e.g. financial aid manuals, memoranda, and regulations) pertaining to financial aid.

17. Review ledgers and Grade History for Leave of Absence students.
18. Report ledgers adjustment to bursar's office of any changes.
19. Process ISIRS for new students every start dates.
20. Process every award year and academic year for each student.
21. Use 'activities' tool and monitor the 'Contact Manager' in Campus Vue.
22. Review and solve periodically all the Exception assigned by the system.
23. Complete Financial aid webinars assigned by the Financial aid Officer or the Director of Financial Aid.
24. Review the financial aid handbook; electronic announcements, and Dear Colleagues letters at IFAP website
25. Attend and participate in the Financial Aid Annual Meeting.
26. Participate in the self studies and committees conducted by the University.
27. Support and participate in University's Commencement Ceremonies.
28. Performs other duties as assigned.

Note: The use of computers and University resources is limited for school business purpose. Installation of any software is prohibited.

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.

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>