



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

Major Responsibilities: The Financial Aid Advisor provides guidance to financial aid applicants and their families throughout the application process. Determines eligibility within the parameters of institutional, state and federal requirements.

Specific Duties and Responsibilities:

- Reads, interprets, and ensures compliance with federal and state regulations, deadline and school policies as they apply to federal, state and institutional student aid.
- Keeps up to date with the FSA handbook; electronic announcements, and Dear Colleagues letters at IFAP website.
- Provides advising throughout the financial aid process to current students and their families.
- Ensures students and their families are receiving the best possible student-focused support and service.
- Must have a thorough knowledge of available types of financial aid, scholarships and general student eligibility criteria.
- Exercises independent judgment in the management of operational details of financial aid process including but not limited to:
- Reviews incoming financial aid application and any supporting documentation needed to determine the accuracy of the financial and household information reported on the FAFSA. This requires knowledge of not only federal financial aid regulations but IRS tax laws relate to federal student financial aid.
- Completes assigned duties with a high degree of accuracy to ensure compliance while experiencing multiple interruptions.
- Exercises great attention to detail when completing assignments as error in judgment or calculations could result in unintended consequences for the student and/or the institution such as under or over funding of a student, loss of student eligibility, audit findings, fines, damage to school's reputation or loss of institutional eligibility.
- Has the authority to recalculate and make adjustments to financial aid awards when student's eligibility changes.
- Maintains knowledge of policies of other departments (admission, registrar, student account, etc.) and understand the impact of them on a student's financial aid eligibility
- Must utilize conflict resolution skill set to pacify disgruntled students and parents, helping them to understand the situation and identify potential solutions to issues
- Maintains student confidentiality in accordance with FERPA regulations.
- Performs special projects assigned either by the Financial Aid Officer or Campus Dean.
- Attends and completes financial aid webinars, courses, and/or conferences assigned by Financial Aid Director/Assistant/Officer.

- Responds to communications (email/voicemail) on a daily basis.
- Attends and participates in the Financial Aid Annual Meeting.
- Participates in the self-studies and committees conducted by the University.
- Supports and participates in University's Commencement Ceremonies.
- Performs other duties as assigned.
- Participate in the new students' orientation.
- Ensure they are in compliance with Title IX of Education Amendments Act of 1972. Follows all FNU Policies, Procedures, Rules and Regulation and the FNU Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time ("FERPA"), Florida Information Protection Act of 2014, as amended from time to time ("FIPA"), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state and local laws, rules, and regulations. Reads, understands and complies with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.

*****Must pass credit check, background test and pre-employment drug screening.*****

Education / Experience Requirements:

- Associate-level degree. Bachelors preferred.
- · Experience in financial aid and/or loan processing
- - English language fluency
- · Spanish language fluency
- Strong communication and interpersonal skills. Team player with strong work ethic who takes initiative.

Job Type

Full-time.

Schedule:

Monday to Thursday

Mondays & Tuesdays 12pm to 9pm

Wednesdays & Thursdays: 8am to 5pm

Fridays alternate: 8am to 5pm on week, 10am to 7pm the next

Location

Main Campus: 4425 W. Jose Regueiro (20th) Avenue, Hialeah, Florida 33012

Working Conditions

General office working conditions. Noise level is at normal office capacity.

Physical Demands

The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities

required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

Benefits

Health insurance (medical, dental, vision)

Paid Time Off

Tuition waiver

Tuition reimbursement

401(k)

401(k) matching

Life insurance

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 position.