



# POSITION DESCRIPTION

## TITLE: Financial Aid Specialist

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|---|---|-----------------------|
| <b>FLSA STATUS:</b> Exempt, 1.0FTE          | <b>GRADE LEVEL:</b> C                               |                       |
| <b>LOCATION:</b> TLC                        | <b>UNIT:</b> Student Affairs                        |                       |
| <b>SHIFT:</b> Mon-Fri 8:00 am – 5:00 pm     | <b>DEPT:</b> Student Support Services               |                       |
| <b>INCUMBENT:</b> vacant                    | <b>EMPLOYEE SIGNATURE:</b><br>Date                  |                       |
| <b>REPORTS TO:</b> Director, Financial Aid  | <b>PREPARED BY &amp; DATE:</b><br>Revised 10/7/2020 |                       |
| Reviewed/ <b>Revised By:</b> Suzanne Harmon | EE Name   | Date: October 6, 2020 |
| Reviewed/ <b>Revised By:</b>                | EE Name   | Date:                 |
| Reviewed/ <b>Revised By:</b>                | EE Name   | Date:                 |

### I. POSITION PURPOSE – *List brief summary of position*

This position has the responsibility of assisting with the implementation and delivery of financial aid to students at all Clark State Community College campuses with specific focus on federal and private student/parent loan processing, reconciliation and student counseling. Responsibilities also include, but are not limited to, reporting student data to the appropriate federal and state agencies as it applies to financial aid programs. The Financial Aid Specialist will also utilize various technology systems, including Ellucian Colleague, as well as web-based data systems such as COD, ScholarNet, and NSLDS, etc., to ensure proper student awarding and reconciliations.

### II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

|                      |                        |                       |                        |
|----------------------|------------------------|-----------------------|------------------------|
| Prospective students | High School counselors | Ascendium Corporation | Ohio Dept of Higher Ed |
| Parents              | Other Institutions     | US Dept of Education  |                        |
| General Public       | Outside agencies       | Auditors              |                        |

### III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

None

### IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

*Under general supervision, this position performs the following duties:*

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| 1. Provides financial aid advising to current and prospective students, and their parents, including the resolution of financial aid concerns within federal, state, local and institutional guidelines.       |
| 2. Provides individual advising to students regarding application procedures (FAFSA), awarding deadlines, verification documentation, SAP, Self-Service, etc.  |
| 3. Assists with the packaging of all financial aid awards, including verification, SAP calculations, and award adjustments using the Cost of Attendance budgets.   |
| 4. Responsible for monthly and annual reconciliation of Direct Loan program using Ellucian Colleague, the COD system and Clark State Business Office staff.  |
| 5. Responsible for importing and exporting of Direct loan files through Ellucian Colleague and the COD system, including disbursement rosters, response files, promissory notes and entrance counseling files. |



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| 7. Coordinates and administers the OCOG state financial aid programs.  |
| 8. Serves as Clark State Financial Aid Office representative at FAFSA high school events and on-campus departmental learning sessions.   |
| 9. Maintains membership in the State Financial Aid Professional Organization (OASFAA) to keep abreast of all changes related to financial aid at the state and federal levels. |
| 10. Responsible for private loan processing which includes certification, document processing and, working with Cashier’s office, disbursement of funds.                       |
| 11. All other duties assigned by supervisor.   |

**V. SUPERVISORY RESPONSIBILITIES** – *The following position title(s) report to this position. If there are no reporting positions, type “None.”*

- None

**Qualifications** – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**VI. EDUCATION and/or EXPERIENCE** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- Bachelor’s degree required; master’s degree preferred
- Three years of financial aid experience; systems or federal/state program reconciliation preferred.
- Must be able to exercise initiative and independent judgement in performance of assigned duties.

**VII. SKILLS AND ABILITIES** – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Excellent interpersonal skills and ability to work in a team environment and with a diverse population.
- Knowledge of financial aid programs.
- High degree of initiative and self-direction.
- High degree of sensitivity, personal integrity and discretion required for work involving access to personal and confidential information.
- Ability to accommodate a demanding workload and multi-task.
- Ability to identify problems, analyze and trouble shoot issues.
- Proficiency in Word, Excel, Internet, e-mail, Power-Point, etc.

**VIII. CERTIFICATES, LICENSES, REGISTRATIONS** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

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### **IX. LANGUAGE SKILLS** – *(To be completed by HR)*

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, faculty, and students.

### **X. MATHEMATICAL SKILLS** – *(To be completed by HR)*

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **XI. REASONING ABILITY** – *(To be completed by HR)*

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**XII. PHYSICAL DEMANDS** – *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**XIII. WORK ENVIRONMENT** – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The work is performed in an office-like environment. There is significant office activity (phone, email and visitors) at start of each semester requiring attention of all office personnel.