

FINANCIAL AID ANALYST

CLASS SUMMARY

Under general supervision and the direction of the Financial Aid Administrator, performs a variety of complex and technical duties involved in providing financial aid assistance for students; exercises independent judgment to develop and award student financial aid packages in accordance with prescribed procedures, policies, and regulations; provides technical assistance and information to students, parents, and staff concerning program requirements, state and federal guidelines and eligibility determination.

REPRESENTATIVE DUTIES

Serves as a resource to students, parents and staff; responds to questions and provides technical expertise and assistance through appointments, email and workshops; assists students at the counter; trains and provides work direction to financial aid technicians and office staff; advises students regarding financial aid opportunities and eligibility requirements; explains complex rules, regulations and guidelines; keeps abreast of federal and state laws and policies which affect financial aid programs; performs file verification; accepts packets for review and processing; performs final documentation of files and supplemental forms for accuracy, consistency, and completeness; analyzes students' and parent's circumstances; determines eligibility; corresponds with students to explain problem resolution and eligibility status; reviews and corrects student aid reports; performs needs analyses; determines tolerance level, student budget, veteran's benefits, and total family contribution to determine financial need; awards federal grants, work study, loans, state grants and fee waivers; performs revisions and cancellations of disbursements; prints award letters; evaluates special circumstances to override dependency status of students; maintains accurate data for management information systems and electronic payment voucher reports; develops and conducts workshops; receives and processes loan applications; determines amount of borrowing eligibility; evaluates academic progress, student budgets, grade level eligibility, length of program, family contribution, and prorated loan amounts; responsible for institutional certification signature on loan applications; prepares award letters; prepares and recertifies loan checks in coordination with the student business office; reconciles expenditures of loan funds using accounting procedures and completes required reports; acts as a liaison for students between the guarantor and lenders; interprets and implements current regulations; maintains student default list; responsible for correspondence concerning delinquency and default status and grace period notification; performs related duties as required.

ORGANIZATIONAL RELATIONSHIPS

This classification reports to the designated administrator and directs the work of those assigned.

FINANCIAL AID ANALYST cont'd

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to four years of college coursework in business, accounting, social services, student services or related field and two years of increasingly responsible financial aid related field experience, including training and electronic needs analysis systems, financial aid awarding and student advisement.

Knowledge and Abilities

Knowledge of: financial aid awarding and verification procedures, policies and regulations; state and federal regulations and guidelines concerning financial aid eligibility, application procedures, and program requirements; Electronic Needs Analysis System; use of a personal computer; operations, processes and activities of a college financial aid office; modern office practices, procedures, and equipment; interpersonal skills using tact, patience, and courtesy; financial and statistical record keeping techniques; oral and written communication skills; telephone techniques and etiquette; basic math; interview techniques and problem solving skills in a variety of sensitive situations.

Ability to: maintain current knowledge of guidelines, regulations and application procedures for a variety of financial aid programs; review financial aid applications to verify accuracy and completeness; analyze documentation according to specifically prescribed guidelines; maintain complex records, files and documents; work effectively with a diversity of students with special needs; read, interpret, apply and explain rules, regulations, policies and procedures; communicate effectively and accurately with students and staff; perform a variety of tasks using independent judgment and decision making skills; establish and maintain cooperative and effective working relationships with other staff members; meet schedules and timelines; work independently with minimal supervision, prioritizing responsibilities; present workshops in an articulate and organized manner.