



FAULKNER UNIVERSITY Financial Aid Officer

Department: Financial Aid

FLSA Status: Non-Exempt

Grade/Level:

Work Schedule: Monday – Friday, 8:00 am- 5:00 pm

Job Status: Full Time – 12 months

Reports To: Director, Financial Aid

Amount of Travel Required: Occasional

Positions Supervised: None

POSITION SUMMARY

Provide financial aid application counseling to students and parents. Assist in the administration of the financial aid program. Make decisions to award funds to students eligible for scholarships, grants, and college work study. Audit and reconcile financial aid accounts and package financial aid awards.

AREAS OF RESPONSIBILITY AND ESSENTIAL DUTIES include the following. Other duties may be assigned.

Financial Aid Data Processing and Administration

- Responsible for awarding Federal, State, and Institutional funds in accordance with approved policies
- Assist in processing the Alabama Student Grants
- Certification of all financial aid applications (loans, grants, VA, etc.)

Student Advising and Assistance

- Counsel students and prospective students on all Financial Aid programs including loans, grants and scholarships
- Assist students in the completion of their file
- Mail Financial Aid packets to prospective and enrolled students
- Perform entrance and exit interviews of students where required
- Conduct information sessions for prospective students

Documentation and Reporting

- Monitor all Federal campus-based programs as to monies spent and the remaining balances of allocations
- Prepare a list of ASAP recipients for the state
- Keep records of and review eligibility for scholarships

College Work-Study Program Administration

- Award and assign positions
- Prepare time sheets and report totals to the Payroll Coordinator
- Record monthly amounts of monies used by both the student and the university

Registration Activities

- Assist with the various registrations, both on and off campus, as necessary
- Represent the University and its Financial Aid Office at public meetings as assigned by the Director

Internal/External Departmental Communication

- Assist in tracking all students in all programs during their enrollment
- Assist in the preparation of the various costs of attendance budgets for each funded program
- Assist in planning policies and goals for the operation of the Financial Aid office
- Assist with training sessions for the extension center personnel

POSITION QUALIFICATIONS

Competency Statement(s)

- Accurate - Ability to perform work accurately and thoroughly
- Communication - Ability to communicate effectively with others
- Interpersonal - Ability to get along well with a variety of personalities and individuals

Education and Experience

- Bachelor's Degree preferred, High School Diploma/GED required
- Minimum two years related experience preferred
- Experience in PowerFAIDS software preferred

Other Requirements

- Have a strong working knowledge of overall operation of the Financial Aid office
- Proficient with Microsoft Applications including Word, Excel and Gmail
- Ability to multi-task and meet established guidelines

PHYSICAL DEMANDS

Physical Abilities

Stand	F (Frequently)	10 lbs or less	O (Occasionally)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	O (Occasionally)	Push / Pull	O (Occasionally)
Crawl	N (Not Applicable)	12 lbs or less	O (Occasionally)
Squat or Kneel	O (Occasionally)	13-25 lbs	O (Occasionally)
Bend	O (Occasionally)	26-40 lbs	N (Not Applicable)
		41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Approved: 10/30/2020 ALD

Approved HR:

Created: 03/21/2011 ALS; 10/30/2020

This job description has been reviewed to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.