

| Financial Aid Officer | | | | | |
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| Division | Instruction & Student Services | Department | Student/Enrollment Services, Financial Aid | | |
| Classification | | Revised | n/a | | |
| Supervisor | Financial Aid Director | Position # | | Job Class | |
| Statement of Primary Purpose | | | | | |
| Responsible for the overall process to collect information on approximately 1,000 financial aid applicants each year, to determine their eligibility for aid. This includes both correspondence with the applicant, and systems transmissions with the Department of Education. Manages the scholarship process including all external interfaces, and functions as the subject matter expert for all department computer systems. | | | | | |
| Classification | | | | | |
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| Essential Functions and Responsibilities | | | | | |
| <ul style="list-style-type: none"> • Manages the office systems for student records including student files, correspondence, forms, etc. in order to collect all required information and makes the determination of each student's eligibility for aid. • Conducts the verification process as defined by the Department of Education, including helping students and parents resolve outstanding issues and obtaining required information and documentation. • Manages the entire scholarship program including advertising open scholarships, providing names of eligible recipients to donors and SCC Foundation Board members, and tracking and awarding all scholarships received by students. • Functions as the technical support for the Financial Aid Office in order to ensure that the office has the current software in place to interface with the Department of Education. • Performs the Return to Title IV funds and Over Awards processes to track students that owe financial aid funds to the Department of Education and/or SCC. • Makes awards and adjustments as delegated by the Financial Aid Director. Manages the office in the absence of the director. • Supervises the work-study student assigned to the office. | | | | | |
| Additional Duties and Responsibilities | | | | | |
| <ul style="list-style-type: none"> • Serves as the New Century Scholars representative for the Financial Aid Office and makes sure that records are kept to show if these students have completed the financial aid process. | | | | | |
| Minimum Qualifications | | | | | |
| Education | Related Associate degree (Bachelor's degree preferred) | | | | |

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| Knowledge and Skills | <ul style="list-style-type: none"> • Excellent organizational skills and attention to accuracy and detail. • Ability to prioritize and multi-task. • Strong computer skills and ability to work as a self-starter to solve problems. • Strong interpersonal and communication skills. | | |
| Physical Demands | None | | |
| Licensing Requirement | None | | |
| Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.) | | | |
| Long hours at peak periods before and after beginning and end of semesters. Normal office setting. Occasional travel required. | | | |
| Equipment Operation | | | |
| Standard office equipment. | | | |
| This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary. | | | |