

**TITLE:** Financial Aid Advisor

- QUALIFICATIONS:**
1. Bachelor's degree in Accounting, Finance, Business or related field. Master's Degree preferred.
  2. Experience working in financial aid or related field preferred.
  3. Ability to interpret and enforce school board and administrative rules, local, state and federal regulations related to student financial aid.
  4. Ability to analyze data and communicate information and formulate alternative solutions to problems.
  5. Possess knowledge of financial management principles.
  6. Experienced with industry-standard computer applications.
  7. Demonstrated skill in oral and written communications.
  8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Director and/or Designated Administrator

**JOB GOAL:** To ensure post-secondary technical education financial aid entitlements are administered in accordance with federal, state and district regulations and assist with VA benefits.

**ESSENTIAL FUNCTIONS:**

1. Implement district, state and federal regulations and procedures related to Title IV funds and VA benefits.
2. Communicates closely with state and federal DOE and/or other financial institutions regarding reports and/or financial aid issues.
3. Complies, prepares, and submits all state and federal reports and audits.
4. Determines student eligibility for federal Pell Grant.
5. Reports critical issues related to Title IV funding to the School Director.
6. Maintains federal approvals and certifications for the Institute's administration of the Pell Grant.
7. Develops, implements and maintains a policies and procedures manual for Pell Grant Administration.
8. Determines student eligibility for state grant and community scholarships.
9. Partners with local businesses and organizations to establish community scholarships.
10. Counsels students/parents in matters pertaining to financial aid.
11. Authorizes the disbursement of funds for federal, state and district scholarships and grants.

12. Works with the scholarship committee in developing criteria for awarding financial aid and approving students for community scholarships.
13. Maintains student satisfactory academic progress criteria.
14. Develops and distributes financial aid marketing and student consumer information documents.
15. Attends financial aid training and workshops.
16. Performs electronic processing and other clerical duties required for financial aid administration.
17. Develops and maintains student files and records in accordance with state, federal and district regulations.

**PHYSICAL REQUIREMENT:**

Light work, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently.

**OTHER RESPONSIBILITIES**

Performs related work as required. (Note: The omission of specific statements of duties does not exclude them from the positions if the work is similar, related or a logical assignment to that position.)

**TERMS OF EMPLOYMENT:**

Work year and salary as established by the Board.

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of TALC personnel.

Approved: 08-23-05