

## **FINANCIAL AID ASSOCIATE I**

### **GENERAL STATEMENT:**

Serve as financial aid advisor in attainment of the educational objectives of the institution.

### **REPORTS TO:**

Provost and Director of Financial Aid & Veterans Services

### **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Associates Degree required, Bachelor's degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Two (2) years experience in Financial Aid or related field required.

#### **OTHER:**

Computer skills required. Knowledge of and experience with word processing, spreadsheets, etc. required. Knowledge of and experience with scanning/imaging programs preferred. Knowledge of and experience with basic office equipment. Ability to communicate effectively both orally and in writing. Ability to organize, set priorities and maintain records. Must have good public relations skills and the ability to work well with other employees.

### **DUTIES AND RESPONSIBILITIES:**

- Assist Financial Associate II in areas of documentation and reports for financial aid.
- Maintain and distribute all forms related to financial aid.
- Assist students with Federal financial aid forms and related required documentation.
- Provide information to students, parents and community regarding financial aid.
- Prepare need analysis, determine amount of award, and arrange for payment of student's grants.
- Assist in maintaining the accuracy of awards for current and previous enrollment periods.
- Inform students of regulations concerning all financial aid, including admissions requirements, dropping courses, failing courses, class attendance, withdrawing from school, and transferring.
- Assist students with scholarships and exemptions.
- Represent financial aid in all matters for all regular semesters, quarters, and mini-semester.
- Assist in advising students in vocational and academic advisement, career counseling, degree plan choice, and other activities.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 4/18/12*

*Revised: 11/11/2015*

*JD506*