

## **NFC Job Description**

**Job Title:** Financial Aid Specialist  
**Department:** Financial Aid  
**Reports To:** Associate Director of Financial Aid  
**FLSA Status:** Non-Exempt (Hourly)  
**Prepared By:** HR Department  
**Prepared Date:** August 1, 2001  
**Approved By:**  
**Revised Date:** January 19, 2022

### **SUMMARY**

Conduct all necessary activities in Financial Aid Office to manage student financial aid procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional need.

1. Serve as initial contact for all students wishing to apply for aid. Advise them as to needed forms, documents, and procedures.
2. Enter, update and maintain all computerized records for financial aid student files including, but not limited to, demographic information, student financial aid award and status.
3. Process data entry and response retrieval necessary for Department of Education on-line aid application processes.
4. Award financial assistance to eligible students.
5. Prepare and distribute all necessary correspondence.
6. Distribute in-person and by mail financial aid application forms, brochures, etc.
7. Complete necessary reports for financial aid.
8. Assists Associate Director in conducting financial aid workshops in area high schools.
9. When necessary, assists in other areas of the College, such as the Business Office, Admissions, etc.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Experience with Excel Spreadsheets is preferred. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Associate's degree plus six months of related experience and/or training or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as financial aid rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.