JOB DESCRIPTION

JOB TITLE: Financial Aid Assistant II
(North, East, Spring Hill and Porter Campuses)

REPORTS TO: Advisor/Financial Aid

BASIC FUNCTION: Performs the duties of processing Financial Aid and performs related clerical functions.

CLASSIFICATION: Supervisory and Career Confidential

DUTIES AND RESPONSIBILITIES:

1. Accepts and reviews incoming student financial aid applications and related documents and prepares the files to process a student’s application.

2. Assists students in applying and resolving issues relating to the application process for financial aid and scholarship awards.

3. Enters financial aid tracking data into CSRS system.

4. Completes requests for student financial aid information from other official agencies including financial aid transcript requests.

5. Processes Title IV verifications.

6. Enters student financial information into CSRS for processing or awarding of files as appropriate.

7. Processes payments of State sponsored programs such as Florida Prepaid, Florida Vocational Rehabilitation, JEP or others as needed.

8. Processes institutional awards such as PHSC Foundation Scholarships, Employees Tuition Waivers, Deferments or other such awards.


10. Downloads and processes corrections to Student Aid Reports.

11. Maintains College Work Study time sheets.

12. Coordinate with other Financial Aid Personnel to ensure that student applications and corrections are processed promptly and properly.

13. Keys in correspondence, records and requisitions and performs other clerical functions as needed for the campus financial aid office.
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15. Ensures that all required forms and applications are available to students for the respective campuses.

16. Assists with implementing appropriate goals and objectives in the College’s Long Range plan.

17. Assists registration staff with scheduling, registration, appointments, and other related functions.

18. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Standard high school diploma or GED required. AA/AS degree from a regionally-accredited institution and one or more years of financial aid experience preferred. Ability to organize successfully/accurately and prioritize a wide variety of assignments, with emphasis on processing skills. Excellent interpersonal communication skills and the ability to work under deadline requirements. Basic knowledge of mainframe/microcomputers preferred. Word processing skills required. Knowledge of other software packages preferred.

file:   Financial Aid Assistant II
new:  4/20/99; revised:  7/01/02; add S.H. campus 3/08/10;  7/1/12; add Porter Campus 8/21/13; 1/23/14