Financial Aid and Scholarship Processor

Job Code 50014067

General Description
Responsible for providing support to the financial aid staff and interacting with offices external to financial aid.

Examples of Duties
Receive and process related documents.
Create and maintain student financial aid records.
Determine eligibility for institutional loans.
Confirm eligibility for receipt of funds prior to release.
Attend training as required.
Perform other duties as assigned.

Knowledge, Skill and Abilities
Knowledge of: basic mathematics; Windows Office.

Skill in: interacting in team environments; listening attentively with ability to respond appropriately; communicating technical information in layperson terms; business phone etiquette; simple research activities; the usage of two-line phones.

Ability to: comprehend and comply with procedure manuals, Verification Guide, memo and meeting minutes, Staff Handbook, Software help screens and Texas State UPPS; prioritize; work independently; act as change advocate; utilize Financial Aid Management Software and Short Term Loan Program; multitask.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements