Coordinator, Financial Aid and Scholarships

Job Code 00007306

**General Description**
Responsible for determining the eligibility for award processes and revising student loans and to provide support for the office of financial aid and scholarships.

**Examples of Duties**
- Hire, schedule, train and plan work for student workers.
- Assess the need for priority processing of loans.
- Communicate with students and parents about the financial aid process.
- Evaluate applications for eligibility for award and certify loans.
- Research regulations for compliance and operating procedures.
- Resolve loan problems.
- Determine individual loan status.
- Monitor office supplies of promissory notes and information materials.
- Provide back up support for front line staff.
- Assist in dissemination of financial aid information and loan issues.
- Coordinate special projects.
- May supervise information services or financial assistance staff.
- Provide financial aid information and counsel students and parents on financial matters.
- Review or prepare weekly work schedule for staffing service counter.
- Monitor emergency tuition and short term loan funds.
- Prepare responses to questions from the office web page.
- May train new employees.
- Determine aid which needs to be cancelled due to no response.
- Maintain storeroom inventory.
- Maintain main phone lines and VRU to ensure that messages are updated.
- Perform other duties as assigned

**Knowledge, Skills, and Abilities**
**Knowledge of:** University policies and procedures, federal and state laws and regulations, of the policies and procedures of related external agencies.
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