

Sr Financial Aid and Scholarships Program Specialist

Job Code 50036332

General Description

Responsible for helping the assistant director ensure compliance in the program specialist unit by performing quality assurance and review, project management, coordination of procedure updates and assisting with training and business process improvements.

Examples of Duties

Performing quality assurance reviews on program specialist tasks and providing feedback to the assistant director.

Assist with coordinating team projects.

Assist with procedures review/update.

Create and assist with training staff.

Manage federal, state and institutional financial aid and scholarship programs assigned.

Determine student eligibility by reviewing exception lists, exercising professional judgment and award students according to university packaging parameters.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Related outside agencies, of laws, guidelines, and policies related to financial aid; personal computer usage; university protocol.

Skill in: Interacting professionally with general public and colleagues.

Ability to: Understand and interpret regulations; prepare correspondence and information; perform basic math; work under pressure; recognize and resolve problems.

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