Financial Aid and Scholarship Program Specialist

Job Code 00007204

General Description
Responsible for reviewing, analyzing and awarding financial aid applications in accordance with federal, state, and institutional guidelines.

Examples of Duties
Analyze and resolve discrepancies by comparing documents to applicant information.
Examine and enter incoming documents.
Determine loan eligibility.
Resolve disbursement problems.
Review documents and make decision regarding special student circumstances.
Monitor student compliance regarding academic progress guidelines.
Authorize exemption to academic progress policy as necessary.
Counsel public on financial aid issues.
Compile statistical data used to evaluate trends.
Approve and authorize emergency tuition loans.
Respond to inquiries from other SWT departments.
Develop and update operating procedures.
Identify and resolve over awards and over payments.
Advise and counsel students on loan debt and loan repayment procedures.
Resolve federal Pell payment problems.
Analyze accuracy of data transmissions.
Assist in training new personnel.
Perform other duties as assigned.

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

Skill in: Interacting professionally with general public and colleagues.

Ability to: Understand and interpret regulations, to prepare correspondence, information, perform basic math, to work under pressure, to 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