

Classification Specification: Financial Aid Coordinator

Classification Number: 66568
Effective Date: March 2017

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Responsible for processing various detailed tasks to process various financial aid for students. These tasks include monitoring eligibility for students, processing student data, packaging/adjusting all types of aid, and ensuring these tasks follow federal, state and institutional regulations and policies. May counsel students, prospective students and families and other University employees regarding these matters.

Essential/Primary Duties

- Review student information on applications and additional documents to determine student eligibility and resolve conflicting information.
- Adjust and package financial aid following federal, state and institutional regulations and policies.
- Oversees awarding of grants, scholarships, loans and work study in regards to student financial aid packages, including employee and dependent fee waivers. Prepares related paperwork and ensures compliance with relevant federal, state and other regulations.
- Counsels students, prospective students and their families, and the general population; answers general scholarship, award or financial aid questions. May also counsel and provide advice to various BGSU employees, including advisors, bursars staff, coaches and athletic staff members regarding all student financial aid processes and awards.
- Runs queries, reports and summaries of scholarship, grant, loan, work study and other awards and aid packages for compliance and other purposes.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or equivalent required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to maintain sensitive or confidential information

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.