

# Classification Specification: Sr. Financial Aid Coordinator

Classification Number: 66569  
Effective Date: March 2017

Pay Grade:  
Current Exemption Status: Nonexempt

## Position Summary

Coordinates operational and reporting processes for federal, state and institutional financial aid programs. Performs highly specialized research, analysis, reconciliation and detailed clerical tasks relating to the interpretation, processing and reporting of student data/information as it relates to financial aid awards. Processes exceptions and/or adjustments to financial aid awards that are highly subject to federal, state and/or NCAA audits. Transmits confidential and time-sensitive data via federal, state and NCAA software. Provides counseling, guidance, referrals, assistance and information to University students, parents, staff and other University offices on procedures for various matters impacting financial aid.

## Essential/Primary Duties

- Coordinates federal, state and institutional financial aid programs. Assesses the effectiveness of programs, identifies problems with service delivery and initiates corrective action as needed. Makes recommendations for the development or enhancement of policies, processes, procedures, systems and/or counseling tools/forms.
- Researches, interprets, analyzes and updates conflicting and/or missing information. Collects information and updates changes to multiple BGSU systems based on processes exceptions and/or modifications to programs/data as necessary to maintain federal, state and NCAA compliant.
- Interprets, analyzes and updates highly confidential and time-sensitive data on federal, state and/or athletic databases to ensure consistency and reporting requirements are met (i.e., NSLDS, COD, FAA Access, NCAA, HEI).
- Reviews and approves forms and applications, loads, coordinates, maintains and evaluates records, procedures and other documentation for financial aid awards and other eligibility transactions.
- Assists in maintaining, reviewing, updating and testing the SFA Web Applications and CSS system.
- Responds to financial aid eligibility questions and assists in interpreting federal and state requirements, as well as, the Federal Student Aid and/or NCAA handbooks.
- Runs queries, reports and summaries of financial aid awards and packages for compliance and fund reconciliation purposes.
- May coordinate workflow, training, and activities of student workers and temporary staff in office. As a subject matter expert assists with the training of new staff members.

## Experience and Education

### Experience

- One – two years related experience required; must include progressive administrative experience.

### 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.