

# Clark Atlanta University

## Job Description

<b>Position Title:</b>	<b>FINANCIAL AID ADVISOR- FEDERAL WORK STUDY</b>
<b>Employee:</b>	
<b>Department:</b>	<b>Financial Aid</b>
<b>Reports To:</b>	<b>Associate Director of Financial Aid</b>

*The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

### **General Function (Description):**

The primary purpose of this position is to administer and monitor the Federal Work Study Program. Review Federal Work Study Expenditure year-to-date. Conduct Federal Work Study Orientations and workshops for students and supervisors. Provide comprehensive financial aid counseling and related assistance to all eligible students. Determine eligibility for aid after verifying pertinent documents. Award aid in compliance with government regulations and program guidelines.

### **Examples of Duties and Responsibilities:**

Provide in-depth financial aid counseling to students and parents. Perform verification for selected (Federal and CAU) applicants; Perform review of financial aid files to determine need and eligibility for financial assistance; Determine the type(s) and amount(s) of federal, state, University, and any other applicable sources of financial aid to be awarded; Review Special Circumstances requests and render decision based on established criteria with final approval by Director; Review files for possible adjustments (over-awards or over-budgets); Review files to ensure all aid is posted to account; Send appropriate follow up notices to student to close file; Respond to student and parent telephone calls, e-mail messages, etc. and to external agencies, faculty and staff; assist Loan Manager with returning student loan funds to appropriate agency; Complete Fee Waiver forms for students; Provide weekly report of activities to supervisor; Assist in the Client Services Area as needed; Participate in Outreach Activities for students and parents; Attend Workshops/Conferences; Review relevant professional publications, and take action as appropriate to remain informed of legislative and other changes affecting financial aid programs/administration.

### **Knowledge, Skills and Abilities**

A working knowledge of BANNER a plus, excellent analytical, oral and written communication skills. A working knowledge of Federal and State financial aid programs and regulations; the ability to handle multiple tasks and complete various projects within designated deadlines. The ability to quickly understand policies and follow procedures and work well in a fast paced environment.

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**Minimum Hiring Standards**

<b>Education</b>	Bachelor's degree
<b>Years of Experience Required</b>	A minimum of five years of professional level financial aid experience
<b>Years of Management/Supervisor Experience</b>	N/A

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

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Date