

Clark Atlanta University

Job Description

Position Title:	FINANCIAL AID ADVISOR
Employee:	
Department:	Office of Financial Aid
Reports To:	Associate Director

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 provide comprehensive financial aid counseling and related assistance to all eligible students, both undergraduate and graduate.

Examples of Duties and Responsibilities:

Provide in-depth financial aid counseling to students and parents; Assist with monitoring State Programs; 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; Transmit prior year adjustments to the Student Accounts Office; 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

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

Employee

Date

Manager/Supervisor

Date

Human Resources

Date