

Job Title: Financial Aid Coordinator

Department: Financial Aid – LA Campus

Reports to: Financial Aid Funds Specialist

FLSA Status: Part Time, Non-Exempt Hourly

Position Function

The Financial Aid Coordinator is responsible for supporting departmental functions that are in accordance with federal, state, and institutional guidelines. The Coordinator helps to ensure that the college stays in compliance with all financial aid federal guidelines. Specific duties include, but are not limited to:

Essential Duties and Responsibilities

- Serve as back-up to FA Funds Specialist
- Import of ISIR records via EdConnect and distribution to FA Officer team
- Processing and archive data import files
- Assist FA Officers with resolution of disbursement errors
- Resolve DL MPN issues
- Assist in annual FSA audit
- NSLDS enrollment reporting
- Review & track institutional scholarship awards each term to determine eligibility
- Assist with inquiries regarding grad clearance
- Assist Supervisors with processing and hiring student workers for FWS
- Monitors FWS and FSEOG allocations to include monthly reconciliation of funding
- Resolving Direct Loan Origination Rejects
- Maintaining a spreadsheet for FWS (GPA's, enrollment status, academic standing, grades, EFC's)
- Assist students and parents with completion of FAFSA, MPN, , LEC, ALA Form, PLUS requests
- Assist with ACCET, FISAP, and IPEDS annual reporting
- Notify students of availability of stipend checks two days prior to issuance
- Attend weekly FA staff meetings
- Document all student/parent communications in CVUE and Nuro
- Provide excellent and timely customer service to students, parents, and other agencies
- Other special projects as assigned

Qualifications

- Some College and bachelor's degree Preferred
- 3+ years' experience working in Financial Aid
- Experience with CampusVue SMS
- Excellent time management and communication skills
- Skilled user of Microsoft Excel and/or Google Sheets
- Detailed oriented

Application Requirements:

Email the following to: hr@columbiacollege.edu

- Cover Letter
- Resume
- Salary Requirements