

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Non-Instructional Non-Bargaining

JOB DESCRIPTION

Financial Aid Specialist

Department: TBD

Job Code: TBD

FLSA: Exempt Non-Exempt

Salary Schedule: 80N

Reports To: School Administrator

Work Days: 245

Board Approved Date: December 4, 2012

Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for planning, organizing, and coordinating financial aid activities to administer federal, state, and institutional financial aid funds and services in compliance with local, state, federal and district rules and regulations. This includes performing standard financial aid duties such as needs analysis, verification and satisfactory academic progress monitoring.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Coordinate the financial aid process and develop, implement and revise policies and procedures to ensure compliance with all federal, state, and institutional financial aid laws and regulations, as well as district and school policies related to financial aid and scholarships.
2. Monitor, approve, and/or revise all financial aid packaging for eligible applicants in accordance with current federal, state, and institutional policies/procedures.
3. Counsel students and parents regarding financial needs, financial aid opportunities, satisfactory academic progress, eligibility information and procedures.
4. Develop, modify, implement and maintain the application intake and tracking process for proper documentation of all awards.
5. Monitor all components of Satisfactory Academic Progress (SAP) and comply with SAP reporting requirements for financial aid programs. Monitor SAP and Special Circumstances appeals for impact on financial aid eligibility.
6. Manage access and updates to various financial aid software systems, including the U.S. Department of Education COD System, CPS, SAIG National Student Loan Data System, VA Once, State of Florida Office of Student Financial Aid Assistance and Florida Prepaid system.
7. Collaborate with district and school staff to ensure accurate and timely exchange of information and awards between school information systems.
8. Monitor monthly reconciliation process and recommend drawdown of funds. Monitor return of Title IV funds process including refunds and repayments for all financial aid programs.
9. Complete federal, state, and institutional reports including applications for federal and state funding and expenditures of funds allocated. Coordinate internal reconciliation efforts and report to reviewing entities, such as auditors, program reviewers, and accreditation teams.
10. Develop and conduct financial aid presentations and participate in outreach activities, such as Career Fairs, High School Outreach, financial aid workshops, etc., to maximize Financial Aid's role in recruiting and retention.
11. Develop, design, revise, and update all publications (website, school catalog, and other media) relating to financial aid information.
12. Report required consumer information, Gainful Employment Information and National Student Loan Database System as applicable. Provide training and materials to MTEC staff regarding the financial aid process.
13. Supervise financial aid personnel and assist with evaluating performance; disciplining employees; and interviewing, hiring, testing, and assignment of personnel.
14. Maintain current knowledge of financial aid policies, procedures, and programs, and promote the development of ideas for improved service and efficiency, and encourage teamwork. Attend trainings and/or conferences as necessary to keep knowledge current.
15. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Broad knowledge of federal financial aid programs and recordkeeping requirements.
- Knowledge of higher education processes, supervisory and personnel practices, communication techniques and computer software.

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- General knowledge of accounting practices, data processing and computer applications.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently to meet deadlines.

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's degree in Business Administration, Finance, Accounting, or related field
 - Four years related experience
- OR**
- Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential responsibilities

CERTIFICATES, LICENSES, & REGISTRATIONS: None

PREFERRED QUALIFICATIONS:

- Master's degree
- Four years of financial aid experience
- Previous supervisory experience

SUPERVISORY RESPONSIBILITY: Direct supervision of Financial Aid Assistant. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; and assisting with evaluating performance; and interviewing, testing, hiring, and assignment of personnel.

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input checked="" type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
F	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
F	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
O	Bending	Lowering the body forward from the waist.
O	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
O	Kneeling	Bending legs at knee to come to a rest on knee or knees.
O	Crouching	Bending the body downward and forward by bending leg and spine.

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S	Crawling	Moving about on hands and knees or hands and feet
S	Twisting	Moving body from the waist using a turning motion.
S	Reaching	Extending hand(s) and arm(s) in any direction
S	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward .
S	Pulling	Using upper extremities to drag, haul, or tug objects in a sustained motion.
O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles .
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
F	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position. Please note that there can be more than one condition.)

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, scanners, telephones, etc
Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.