



SOUTHERN CALIFORNIA UNIVERSITY OF HEALTH SCIENCES

JOB DESCRIPTION AND EXPECTATIONS

JOB TITLE: Financial Aid Coordinator
DEPARTMENT: Financial Aid
GRADE: 8
STATUS: Non-Exempt
REPORT TO: Director of OneStop Enrollment Services
JOB SUMMARY: Work with Financial Aid Services and the Director of OneStop Enrollment Services to ensure proper delivery of federal Student aid and Scholarships are met

JOB RESPONSIBILITIES (QUANTIFY)

Counsel prospective and enrolled students on all aspects of federal, state and institutional financial aid.

Verify Veteran Affairs loans and grants for GI Bill and Yellow Ribbon Program Certification for all Governmental programs that SCU participates in

Administer the Federal Work Study and Tuition Assistance Employment Program:

- Verify FWS/TA eligibility by collecting all documents required for student employment.
- Work with Admissions to verify scholarships for incoming students
- Monitor budget spending for both FWS/TA for all departments on campus.
- Review monthly Timesheets and assist student employees on related FWS/TA or budgetary concerns.
- Work with the various campus departments and student workers on any problem related to student employment.
- Advertise the availability of employment opportunities to student population.
- Train on-campus supervisors on work study and tuition assistance policies and procedures.

Monitor expenditures in the FWS/TA programs.

SAP Tracking in accordance with SCU's Policy

Maintain Student Budgets

Assist with Audit preparation

Research, develop and document employment opportunities in the community that meet specific federal requirements and criteria.

Oversee development and implementation of debt management activities and materials

Analyze and interpret federal regulations concerning verifying awarding eligible aid to applicants

Assist clerical staff on all office procedures and walk-in counseling.

Write articles pertaining to financial aid, Federal Work Study, Community Service, debt management, and career development.

Certify Federal Family Education Loan applications based on federal requirements.

Certify loans electronically using ELM web interface.

Assist Admissions Office with Campus Preview Days and other College visit days and other outreach activities by counseling and presenting at events.

Assist in all aspects of Electronic processing of financial aid and loan applications: EDE, ELM loan certification & NSLDS.

Perform other related duties as assigned.

Other Essential Job Functions

In addition to the job responsibilities described above, all employees of Southern California University of Health Sciences are responsible for the following essential job functions:

- Getting along with co-workers
- Cooperating with co-workers
- Responding politely to customers/students/candidates
- Working as a team member
- Being able to think quickly and act appropriately in emergency situations
- Functioning under intense time pressure
- Working extra hours as required
- Continuing to perform well under pressure.

JOB SPECIFICATIONS:

EDUCATION	Bachelors degree or equivalent
EXPERIENCE	2 or more years financial aid experience desired
TECHNICAL	Computer aptitude, 10-key Touch, Copy Machine
ABILITIES	Excellent Communication Skills, Customer Service and Analytical skills, presentation skills (to groups)

Revised 12/2010