

**Edison State Community College** invites qualified candidates to apply for the full-time position of Student Financial Aid Processing Specialist I. The Student Financial Aid Processing Specialist I is responsible for processing over 4,700 federal reports annually ensuring that initial, federal student aid eligibility criteria are met. This individual is charged with staying abreast of changes to the federal and state regulations to ensure compliance. Responsibilities of the Student Financial Aid Processing Specialist I include determining eligibility and awarding student financial aid for both internal and external programs, leading to the disbursement of over \$10,500,000 in financial aid annually. Additionally, this individual will serve as part of a team, which provides support services for internal and external customers of Edison State Community College.

To be considered candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

**Edison State Community College is an EOE/AA Employer**

#### **Functional Specific Responsibilities for Full-Time FA Processing Specialist I**

- Review eligibility and award federal student loans.
- Process Pell Grant award letters and ineligible letters.
- Review returned Financial Aid returned mail and update students' records.
- Process unlinked ISIRS
- Review for eligibility and award all state financial aid: OCOG, ONG, OWO, NEALP loans, Second Chance Grant, Short-Term Technical Certificate Grant, Etc.
- Act as back up FWS process and ISIR importing and assessment.
- Review and award all internal tuition waivers; CCP, 100% HS Tuition Waiver, 25+ Tuition Waiver, etc.
- Review and award all deferred other scholarships, reconcile monthly/annually; roll unused funds to next award year if applicable.
- Review Veteran Student enrollment bi-weekly; notify School Certifying Official of any changes.
- Assist FA Coordinator with FAFSA Help Sessions.

#### **Functional Shared Responsibilities with Part-Time FA Processing Specialist**

- Manage the document intake process in order to communicate document needs to applicants.
- Review scholarships and third party billing and award accordingly.
- Respond to student financial aid/enrollment verification inquiries.
- Review and adjust Pell Grant awards at lock dates during semesters.
- Process and record Consortium Agreements.
- Correspond with students as needed regarding any missing documents or additional required information in order to process their financial aid.

- Report origination and disbursement of federal grants to the federal government.
- Assist with updating and maintaining student information in databases.
- Develop a comprehensive understanding of new software packages, their purposes and practicality. Communicate software and hardware needs and request technical support for the Office of Student Financial Aid.
- Utilize all federal and state software packages and online resources.
- Convert FA documents into Docusign.
- Order office supplies for FA department and generate purchase orders when needed.
- Keep filing caught up if student worker is not available.
- Assist the Director of Student Financial Aid and the Coordinator of Student Financial Aid as needed.
- Participate in professional development activities to broaden awareness of financial aid regulations, policies, and procedures.
- Serve on appropriate committees.
- Other duties as assigned by supervisor.

**Required Knowledge, Skills, and Personal Qualifications:**

Person should be able to demonstrate the utilization of computer systems in extracting, analyzing, and utilizing data. Person should be detail-oriented, accurate, organized, flexible, a self-starter, and is able to meet numerous deadlines. Proficient in Microsoft Word and Excel.

**Required Experience & Educational Background:**

- Associate's Degree with six or more months experience with complex office procedures

OR

- High School Diploma with five or more years' experience with complex office procedures
- Experience in higher education with financial aid systems and processes is preferred
- Must be able to maintain the confidentiality of private information in order to comply with laws, rules, policies and procedures.

**Schedule:**

9 a.m. to 6 p.m. Monday thru Thursday

8 a.m. to 4 p.m. Friday

**Other:**

Some evenings and weekends will be required.