



HLC Accreditation Evidence

Title: Financial Aid Officer – A, C Job Description

Office of Origin: HR

Barton County Community College

Job Description

*Position Title: Financial Aid Officer-A, C	Prepared On: 12-18-08
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Department: Financial Aid	*Grade: 9
Reports to: Assistant Dean of Student Services and Director of Financial Aid	*Classification: Non-Exempt
Supervises: 0 Direct 0 Indirect	Effective Date: 12-18-08
Approved by: JAK	Revised Date: 10-11-11

Role: Assists in processing of financial aid including awarding federal aid, loan processing, and awarding of scholarships and counseling of students.

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
25%	Process EFT/paper checks and transfer loan proceeds.	(E) Essential
35%	Processes federal financial aid applications.	(E) Essential
20%	Counsel students and parents regarding financial aid process including entrance and exit counseling.	(E) Essential
10%	Communicate with lending institutions and guarantee agencies.	(E) Essential
5%	Assist in development of office policies and procedures. Attend financial aid seminars, conferences, and workshops.	(E) Essential
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5%	Performs other duties as needed or assigned.	N

100% (Percent of time must total 100 %.)

Expectations:

1.	To maintain a current knowledge of federal regulations and updates that pertain to Federal Student Aid programs.
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2.	To maintain a current knowledge of state and institutional packaging policies and procedures that pertain to student financial assistance.
3.	To have a positive and productive working relationship with co-workers, supervisors and college personnel.
4.	To understand the responsibilities of being role models to students on the campus.
5.	To ensure that the office is in compliance with all federal regulations pertaining to Federal Student Aid programs.

Knowledge and Skills:

*Experience:	Six months to two years of similar or related experience.
*Education:	A college degree.
*Interpersonal Skills:	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.
Other Skills:	Bachelor's degree; six months to two year's financial aid experience is required; additional experience preferred. Knowledge of business management and accounting desired. Excellent written, oral and interpersonal communication skills are necessary. Ability to maintain confidential information in a professional manner is required. Working knowledge of spreadsheets, word processing software, Microsoft Office, and other related products.

Physical Safety/Working Environment:

*Physical Safety:	Job may require lifting light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (1 to 10 pounds).
*Working Environment:	<input checked="" type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom. <input type="checkbox"/> Occasional exposure to objectionable conditions or variations such as

	<p>those found in variable weather conditions or light industrial settings.</p> <p>Regular exposure to unfavorable environments such as:</p> <ul style="list-style-type: none"><input type="checkbox"/> weather<input type="checkbox"/> body fluids<input type="checkbox"/> toxic laboratory<input type="checkbox"/> industrial chemicals<input type="checkbox"/> confined locations<input type="checkbox"/> dirty and noisy locations <p>Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.</p>
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*Information copied from the results of the Compease Salary Administration software.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.