



Student Accounts Coordinator

Financial Aid

FA/3

JOB SUMMARY

This position coordinates the management of student financial aid accounts.

MAJOR DUTIES

- Reconciles federal Title IV and state financial aid accounts.
- Coordinates the disbursement of state and federal financial aid and of athletic and Foundation scholarships.
- Monitors overpayments, attendance verifications, withdrawals and dropped courses.
- Transmits origination, disbursement and cancellations.
- Coordinates all consortium agreements and Hope Transient Forms with other USG institutions.
- Acts as a liaison between home institutions, the Cashier's Office, the Registrar's Office and students.
- Assists IT personnel with modifications and implementations of computer programs utilized by the Financial Aid Office.
- Analyzes system and computer related problems for staff.
- Imports Plus Loan applications, master promissory notes, and loan entrance and exit counseling information to Banner.
- Compiles various data reports.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of computers and job-related software programs.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of federal financial aid guidelines.
- Knowledge of University System of Georgia policies and procedures.
- Knowledge of college policies and procedures.
- Skill in analyzing data and preparing related reports.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Financial Aid assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include GAAP, Board of Regents policies and procedures, federal financial aid guidelines, Family Educational Rights and Privacy Act regulations, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of administrative and accounting duties. Strict regulations and the need for accuracy

contribute to the complexity of the position.

- The purpose of this position is to coordinate the management of student financial aid accounts. Success in this position contributes to the accuracy of related data in compliance with all relevant regulations.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, representatives of federal and state agencies, representatives of other colleges, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

No.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.