



**JOB INFORMATION**

|                         |                           |
|-------------------------|---------------------------|
| Job Code                | KB03B                     |
| Job Description Title   | Advisor II, Financial Aid |
| Pay Grade               | FO06                      |
| Range Minimum           | \$39,130                  |
| 33rd %                  | \$45,650                  |
| Range Midpoint          | \$48,910                  |
| 67th %                  | \$52,170                  |
| Range Maximum           | \$58,700                  |
| Exemption Status        | Exempt                    |
| Approved Date:          | 1/1/1900 12:00:00 AM      |
| Legacy Date Last Edited | 6/11/2019                 |

**JOB FAMILY AND FUNCTION**

|               |                                 |
|---------------|---------------------------------|
| Job Family:   | Financial & Business Operations |
| Job Function: | Student Financial Services      |

**JOB SUMMARY**

Provides assistance and guidance to parents and students concerning financial aid issues.

**RESPONSIBILITIES**

- Advises students and parents on financial aid issues which includes, but is not limited to, eligibility requirements, application process, education costs, verification processes and funding options.
- Educates others by giving presentations to a wide variety of groups/organizations both on and off campus regarding financial aid, University policies and procedures, federal Title IV regulations, and cost to attend.
- Processes financial aid awards, fee waivers, alternative loans, education benefits, and/or fellowships to include, but not limited to, calculating and loading financial awards, making adjustments to accounts, and/or establishing and disbursing fellowships.
- Prepares and monitors financial reports and accounts and investigates and resolves problems.
- Determines student eligibility for financial aid and/or fee waivers based on information such as application, grades, and enrollment status.
- Coordinates the submission of required forms and documents needed for financial aid, scholarship, and/or other educational benefits.
- Collaborates with other departments across campus in order to resolve issues, provide assistance to students, and/or administer the regulations governing Title IV funding in the awarding/processing of financial aid.
- Maintains data security to include, but not limited to, any information that is part of students' university records and the sensitive financial data of students and their families that is required to administer federal financial aid.
- May administer work study programs to include assigning jobs, monitoring payrolls, maintaining records, and awarding funds.

**SUPERVISORY RESPONSIBILITIES**

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---|

**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum**

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

### MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education   | Years of Experience | Focus of Experience                   |
|-------------------|--|---------------------|---------------------------------------|
| Bachelor's Degree | Degree in Higher Education, Business, Management, Counseling, Psychology, or related field | And 2 years of      | Experience in financial aid processes |

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal regulations and guidelines governing federal student aid programs, office and university policies, basic accounting, and intermediate math.

### MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required.          |                                |            |                  |

### PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

### PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              |            | X          |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       | X      |              |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

### WORKING ENVIRONMENT

| Working Condition  | Never | Rarely | Occasionally | Frequently | Constantly |
|--------------------|-------|--------|--------------|------------|------------|
| Extreme cold       |       | X      |              |            |            |
| Extreme heat       |       | X      |              |            |            |
| Humidity           |       | X      |              |            |            |
| Wet                |       | X      |              |            |            |
| Noise              |       | X      |              |            |            |
| Hazards            |       | X      |              |            |            |
| Temperature Change |       | X      |              |            |            |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

### **Vision Requirements:**

Ability to see information in print and/or electronically.