

## **WARTBURG COLLEGE POSITION DESCRIPTION**

### **Title of Position – Financial Aid Specialist**

Preparation Date: January 22, 2020

#### **Function of Position:**

Responsible to the Director, Financial Aid for maintaining electronic student records, preparing them for awarding; creating/adjusting awards when necessary. Responsible to transmit data and complete reports for outside entities including but not limited to the Department of Education and the Iowa College Student Aid Commission. Provides general office support and management including processing and maintaining forms and files, preparing and organizing reports, etc.

#### **Principal Duties and Responsibilities:**

- 1) Maintain knowledge and execution of federal and state financial aid/student employment policies, guidelines and regulations. Relay information as necessary. (11%)
- 2) Maintain student records in PowerFAIDS. Generate and work hold reports, transfer lists and create new student records, etc... (10%)
- 3) Greet visitors. Assist/refer to the appropriate office and/or staff. Document interactions in PowerFAIDS. (8%)
- 4) Prepare files for awarding; complete verification when necessary and prepare PowerFAIDS record. (6%)
- 5) Balance and maintain state rosters for all state of Iowa programs. Meet state reporting deadlines. (5%)
- 6) Receive outside scholarship checks, review awards and make adjustments as necessary. (5%)
- 7) Coordinate determination, notification and collection of missing documents with students/families. (5%)
- 8) Open, sort, and distribute mail; prepare outgoing mail as necessary. (3%)
- 9) Review subsequent ISIRs. Determine if award adjustments or further student action is necessary. (3%)
- 10) Maintain the EPIC program records for financial aid matching purposes. (3%)
- 11) Coordinate international awarding with the international recruiter and award students in PowerFAIDS. (3%)
- 12) Manage the financial aid email inbox and incoming voicemail messages. Respond or forward accordingly. (3%)
- 13) Manage the flow of office forms/letters; oversee review and entry of incoming forms and applications. (3%)
- 14) Prepare reports from PowerFAIDS/Jenzabar as requested, i.e. weekly reports and FA summaries. (3%)
- 15) Coordinate all import correspondence for the tuition exchange programs. Send export applications. (3%)
- 16) Hire, train, and supervise student workers. Prepare schedules, approve timecards and assign duties. (2%)
- 17) Perform Return to Title IV calculations using the Department of Education website. (2%)
- 18) Create, coordinate and maintain office and student files and folders. (2%)
- 19) Generate GPA maintenance letters. Distribute warning letters to students. (2%)
- 20) Maintain Vocational Rehabilitation/Commission for the Blind, and Job Training files. (2%)
- 21) Assist with audit preparation as needed; maintain files and information. (2%)
- 22) Maintain files for annual state authorization letters and allocation notices. (2%)
- 23) Process external billing; adjust awards and document student file. (2%)
- 24) Type correspondence/forms and coordinate mailings as needed, including parent communication. (2%)
- 25) Manage the preparation of SOAR files and Financial Worksheets determining remaining balance. (1%)
- 26) Prepare and deliver financial aid/literacy presentations as needed. (1%)
- 27) Order and maintain federal, state, and institutional forms for all programs. (1%)
- 28) Schedule appointments for Director, Assoc. Director and the Loan Processor/Financial Aid Counselor. (1%)
- 29) Record, type, and distribute staff meeting minutes. (1%)
- 30) Serve as the primary administrator of the office Facebook account. (1%)
- 31) Maintain May term trip files. (1%)
- 32) Maintain and procure office supplies. (1%)
- 33) Perform other related duties as assigned.

#### **Supervision:**

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers only unusual cases to the supervisor. Supervises student employees.

#### **Minimum Qualifications:**

Requires knowledge equivalent to a Bachelor's degree plus four years of effective experience.

#### **Application Procedure:**

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.