

## FINANCIAL AID OFFICER I\*

### **Function of Job:**

Under general supervision of designated administrator, assist in the administration of the financial aid program by reviewing financial aid applications, performing need analysis, determining eligibility and awarding financial aid program funds in accordance with Federal and USNH policies/regulations, meet with students and parents and maintain currency with federal regulations.

### **Characteristic Duties and Responsibilities:**

1. Review financial aid applications for accuracy of income and asset data, make corrections as needed, perform need analysis and, using professional judgment and knowledge of federal and state regulations, and institutional guidelines, determine eligibility and award federal, state, and institutional aid.
2. Advise students and parents regarding the financial aid process, eligibility determination and /or federal and state regulations and institutional guidelines
3. Monitor the processing of awards and assist with annual audit of awards.
4. Maintain records of scholarships and financial aid granted in accordance with federal and state policies and institutional guidelines and prepare periodic reports/forms, as directed.
5. Respond to various correspondence dealing with information gathering, policy interpretation and award decisions, such as explanations of the application process, determination of eligibility, and denial of aid.
6. Meet with various groups both on and off-campus to explain financial aid policies and/or obtain new funds.
7. Assist in developing new or revised financial aid policies/procedures.
8. Assist in the supervision of office staff and/or financial aid assistants and student help.
9. Coordinate and administer the college/university's responsibilities under specific federal programs, as assigned., which includes serving as the office expert on a specific program.
10. Perform other related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree and one year of related experience in financial aid administration.
2. Familiarity with U.S. Office of Education policies/procedures governing federal aid programs and need analysis procedures.
3. Ability to function under time restraints and in pressure situations.
4. Some familiarity with computerized record systems for financial aid.
5. Good communication skills, both oral and written.

2/28/2005  
System Approval

2/28/2005  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

---

\* Revised - Original approved 7/9/76 and revised 8/30/77, 7/30/80, and 5/19/94.