

FINANCIAL AID OFFICER II*

Function of Job:

Under administrative supervision of Director or other designated official, to assist in the planning, development and administration of the total financial assistance program in accordance with Federal and USNH policies/regulations.

Characteristic Duties and Responsibilities:

1. Assist Director in planning, development and administration of financial aid program.
2. Compile/analyze data on financial aid and prepare federal, state and college/university reports and/or applications for funds, utilizing computer data processing knowledge.
3. Advise/counsel students on financial aid problems and policy interpretation.
4. Review applications for scholarships or financial aid; perform analysis of financial situations and needs; determine appropriate "packaging" of financial aid; and make award or denial of funds to students.
5. Maintain control over all award accounts to insure federal integrity and consistency with Business Office.
6. Perform special projects and be responsible for specific programs, as assigned by the Director.
7. Meet with various groups both on and off-campus to explain financial aid policies and/or obtain new funds.
8. Recommend new or revised procedures/policies for financial aid.
9. Respond to requests for information, policy clarification and interpretation, both personally and through correspondence.
10. Act as liaison with other college/university administrative and financial offices, federal agencies, state and outside scholarship sources.
11. Be responsible for maintenance and updating of computerized Financial Aid information system, as required.
12. Supervise and train financial aid assistants and/or other staff members, as assigned.
13. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and three years of related experience in financial aid administration.
2. Thorough knowledge of U.S. Office of Education policies/procedures governing federal aid programs and need analysis procedures.
3. Ability to function in pressure situations and under time restraints.
4. Training in computer data processing with knowledge of programming and system analysis, as required.
5. Excellent communications skills, both oral and written.

Additional Desirable Qualifications:

1. Master's degree
2. Experience in the institution to be served.

5/19/94

System Approval

5/19/94

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 and 7/30/80.