Job Title:           Coordinator, Financial Aid
Reports to:        Director, Financial Aid
FLSA Status:       Exempt
Level:             212
Position Class:

Job Summary:
This position is responsible for assisting the Director of Financial Aid with office operations, staff supervision, management, compliance and coordinating the internal and external federal and non-federal aid programs.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Responsible for developing and supervising the awarding and packaging of financial aid for all baccalaureate programs.

2. Responsible for ensuring an effective communications plan that includes written, email, web and portal venues to students, parents, third party vendors, donors and the entire College community.

3. Reconciles scholarship accounts for accounting purposes.

4. Completes and submits state financial aid fee report, Bright Futures reports, monitors third party vendors, and all other scholarship reports.

5. Assists the Director in the annual set-up and testing of updates and upgrades to the College’s Banner data base management system.

6. Assists with monitoring compliance with federal, state, institutional and outside donor regulations, rules, policies, and procedures. Ensuring compliance by

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.
accessing NSLDS, COD, NASFAA, VA Once, and other secure federal and state websites.

7. Supervises the financial aid office staff including assigning work, signing time cards, approving leave requests, verifying quality and quantity of work, implementing new and revised office policy and procedures, and addressing staff issues. In conjunction with the director, prepares evaluations of the career staff.

8. Assists the Director in reporting federal expenditures including downloading and uploading information to the federal government.

9. Assists Director with developing and implementing office policy and procedure and other duties as assigned, including ensuring that the office procedures manual is current and up-to-date

10. Other duties as assigned.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  - Bachelor's degree from four-year regionally accredited college or university and three or more years financial aid experience and/or training.

- **Supervisory Experience:**
  - One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  - Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.
• **Computer Skills:**
  Proficient in email, word processing, spreadsheets and internet software; and a working knowledge of the College’s Banner database management system, desk-top publishing, Internet applications, and other computer software as required.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Supervision of financial aid career staff.

Ensures that the proper disposition is made of private donor scholarships checks, up to $25,000.00 monthly during non-peak times and up to $200,000 during the months of August and January.

**Responsibility for Communication:**

• **Internal Contacts:**
  Routine contact with SCF students, faculty, and staff, including e-mail, written web, and portal communications

• **External Contacts:**
  Routine contact with parents, general public, scholarship donors, Florida Department of Education, lenders, third-party vendors, and high school and college financial aid/scholarship representatives, including e-mail, written web and portal communications

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the workplace is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and stoop, kneel, crouch or crawl. The employee is occasionally required to lift up to 10 pounds. Special vision requirements are close and color vision and ability to adjust focus.
General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities through continued professional development.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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