Title: Financial Aid Adviser

Essential Function
Under general supervision from a designated administrator, interview and advise students and parents concerning financial assistance, and evaluate and process financial aid applications.

Characteristic Duties

- Interview and advises students and parents concerning the forms of available financial assistance, and to evaluate and process financial aid applications.
- Monitor the processing of scholarship, grant, loan or work-study aid.
- Maintain records of scholarship and other types of financial aid granted; prepare designated reports.
- Meet with various groups both on and off campus to explain financial aid policies and/or to obtain new funds.
- Provide liaison with outside agencies and donors.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor's degree with one (1) year experience; -OR- Associate's degree with three (3) years experience; -OR- five (5) years experience. Experience must be in advising in scholarships and financial aid or a related field.

Last updated: October 2009

An affirmative action/equal opportunity institution