Title: Sr. Financial Aid Adviser  Pay Scale Group: 15

**Essential Function**

Under general supervision from a designated administrator, assist in the administrative and financial operations for a Student Financial Aid Office.

**Characteristic Duties**

- Assist in the administrative and functional operations for a Student Financial Aid Office
- Design, develop and implement financial aid programs for prospective, incoming or current students.
- Provide individual and/or group counseling to students and/or parents regarding admission/financial aid opportunities and their procedures, etc.
- Research alternative financial aid sources and their criteria; obtain application and appropriate contact personnel.
- Monitor award and program fund expenditures and analyze individual student performance to ensure compliance for continued eligibility.
- Develop and maintain fund database; compile financial aid and other pertinent data for internal and external departments/agencies.
- Assist in the development and implementation of financial aid policies and procedures.
- Represent the University in outreach/recruitment activities (i.e., high school visits, college fairs, or community events and general public).
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

**Minimum Qualifications**

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in college student personnel or higher education. Experience may also require at least one (1) year supervision.

_Last updated: May 2001_