



POSITION ANNOUNCEMENT

Job Title: Financial Aid Officer
Department: Student Financial Services
Reports to: Director of Student Financial Services
Shift/Hours: 40 hours per week
Date Prepared: August 11, 2021

SUMMARY:

This position provides students and families accurate and timely financial advising to include financial aid, billing, and veteran award related questions. Reviews and awards student financial aid while ensuring compliance with financial aid regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the packaging of student financial aid including FAFSA/ISIR reviews, verification, loan certification, work-study and grant awards, endowed scholarships, leadership awards and other financial aid.
2. Processes the Return to Title IV calculations and enrollment adjustments.
3. Provides one-on-one advising with students and parents regarding financial aid opportunities, resources, eligibility criteria, application and award policies.
4. Assists students in completing forms and submitting proper documentation.
5. Maintains records for assigned students. Monitors enrollment status of recipients to assure compliance with State and Federal regulations.
6. Presents financial aid information for open houses, transfer orientations as well as other public events on and off campus.
7. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Must have a valid driver's license, commercially insurable driving record, and own transportation.

EDUCATION AND EXPERIENCE: Bachelor's degree in Business or related field preferred; a minimum of one year of financial aid advising experience in packaging/awarding and need analysis, strong working knowledge of student aid programs, regulations, and laws; experience with PowerFaid preferred; excellent organizational, time management and analytical skills; excellent oral and written communication skills; strong interpersonal skills. Knowledge of Microsoft Office Suite.

TO APPLY: Please **complete the application** on our website at madonna.edu. Please send a **letter of intent** reflecting the above responsibilities and qualifications and a **resume** to hr@madonna.edu.

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.