

Job Title: **Coordinator – Financial Aid/Veterans Affairs/Scholarships**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 9

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to direct and supervise the staff and operation of the Center's Financial Aid, Veteran Affairs, and Scholarship Department to determine eligibility for financial aid programs and assure qualified students financial support in an efficient and effective manner.

ESSENTIAL JOB FUNCTIONS

- Designs and implements a sound records management program which complies with local, state, and federal guidelines.
- Plans and organizes the financial aid programs for delivery under the supervision of the Principal.
- Assumes responsibility for all financial aid functions at George Stone.
- Supervises the determination of student eligibility for Pell, FSEOG (Federal Supplemental Educational Opportunity Grant), Work Study, and all other available grants.
- Provides written information of financial aid at George Stone in compliance with federal consumer information requirements.
- Designs, supervises, and schedules the sequence of the application process for financial aid.
- Accepts and processes financial aid payments.
- Reviews and certifies all documents and supporting records as accurate.
- Conducts preliminary audits to assure compliance with state and federal guidelines.
- Responds to inquiries from federal and state auditors and provide additional data as requested.
- Assists in the development of student services policies for George Stone.
- Maintains confidentiality concerning student financial aid information.
- Provides guidelines for the various Scholarship Selection Committees.
- Coordinates scholarship activities with guidance and community sponsors.
- Works closely with George Stone administration, faculty, and staff to ensure accurate and consistent delivery of financial aid information to students.

- Monitors satisfactory academic progress of financial aid students.
- Conducts Veterans Administration workshops detailing changes in requirements for individuals receiving benefits.
- Uses effective communication strategies to interact with a variety of audiences.
- Maintains a working relationship with all governmental agencies and community service organizations.
- Coordinates the dissemination of information throughout the School and District to potential recipients.
- Represents the District at appropriate conferences and workshops.
- Maintains a network of peer contacts through professional organizations.
- Provides consultation and training for school-based personnel and other personnel within the department.
- Supports and promotes the professional growth of self and others.
- Processes and reviews grant applications prior to submission to ensure consistency with rules, regulations, and requirements.
- Keeps current on changing laws and requirements regarding state and federal funding of grants.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares all required reports and maintains appropriate records.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution.
- Minimum of three (3) years of experience in a financial aid or related field office.
- Minimum of four (4) years of experience in supervision.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determines is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of state, federal, and local guidelines in administering student aid, grants, and programs.
- Requires the ability to display knowledge of requirements leading to application and access to Pell Grants, College Work Study, Elks Fund, and Veteran Benefits Chapter 30, 31, 32, 35, and Section 1606 (Reserves).
- Requires the ability to display knowledge of applicable regulations, policies, and rules in determining student financial aid awards.
- Requires the ability to organize and communicate effectively both orally and in writing.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to follow basic guidelines for operational activities.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to determine individual benefit eligibility and manage or administer grant funds.

- Requires the ability to make recommendations that impact the budget.
- Requires the ability to use computers and highly technical computer applications.
- Requires the ability to use or repair small/light equipment, such as power tools.
- Requires the ability to repair, develop, or install computer hardware or network systems and complex software or management information systems.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: