

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: FINANCIAL AID SPECIALIST II  
PAY GRADE: C-7  
OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To provide accurate information to students on method and sources of financial aid in accordance with established policies, procedures and regulations.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate degree required or at least one year work experience preferably in an area related to higher education, student personnel services or finances.
2. Years of experience in the field: One years of experience required in record keeping and/or administration of financial accounts by using and understanding financial regulations. Experience in providing customer service preferably in the community college setting. Two years' experience preferred. Financial aid experience desirable.
3. Special skills or abilities related to position: Knowledge of financial aid laws, rules and regulations. Knowledge of federal aid programs. Positive human relations skills.

### ESSENTIAL JOB FUNCTIONS:

1. Process financial aid, including federal financial aid, Scholarships, State Programs. Compare processed reports and documentation provided by students, calculating need when necessary. Decide types and amounts of aid within parameters, set by regulations and policies.

Revised 2016-01-04  
Revised 03-09-12  
Revised 11-30-10  
Revised 9-29-10  
Revised 6-21-10  
Revised 9-24-07  
Revised 11-11-03

ESSENTIAL JOB FUNCTIONS (Continued):

2. Provide support clarifying regulations, policies, and procedures for staff, other college personnel, student applicants, and their families.
3. Counsel and advise students, parents, and guardians concerning the financial aid application process and the results.
4. Administer major programs (Pell, Direct Loans, State Programs, Federal Work Study and/or Scholarships); including verifying and confirming compliance with all federal and college regulations, policies and procedures. Develop and maintain all forms, documents, computer records, procedures and budgets as necessary.
5. Assist with the balancing financial aid office, Business Office and DOE records for appropriate program(s).
6. Notify, counsel and advise students concerning Standards of Progress including appeals of Financial Aid suspension.
7. Complete reports; gather statistics, research, etc., as requested by the Director Financial Aid.
8. Conduct Financial Aid workshops in area high schools.
9. Assist Manager as required with training new employees, as required.
10. May supervise student assistants in the Financial Aid Office.
11. Make professional judgment recommendations and refer cases to supervisor as appropriate.
12. Be prepared to change tasks or handle other tasks that the Director – Financial Aid thinks appropriate for this position and are necessary for the proper functioning of the Financial Aid Department and/or Student Affairs Division.
13. May be required to work flexible schedule-late afternoons or evenings, or on weekends.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 5, Ocala Campus

SUPERVISOR OF POSITION: Director Financial Aid or Associate Director of Financial Aid (Ocala Campus) or Manager of Student Affairs (Citrus Campus)