

## **Craven Community College**

**Position:** Financial Aid Advisor I  
**Department:** Student Services  
**Reports to:** Director, Financial Aid  
**Status:** Full-Time, Non-Exempt  
**Revised:** August 2011

### **OCCUPATIONAL SUMMARY**

Coordinate and carry out activities in the Financial Aid Office in order to determine eligibility and provide financial assistance to students; assure compliance with all Federal and State regulations as well as college policies related to financial aid programs.

### **ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES**

- Process student aid applications, perform need analysis when required, electronically submit corrections and package financial aid awards.
- Assist student and parents in filling out financial aid applications and counsel them on financial aid policies and procedures.
- Send financial aid transcripts when requested.
- Assist the administrative support staff with daily operations.
- Send correspondence to students regarding financial aid status and upcoming financial aid workshops.
- Coordinate the college work-study program.
- Supervise college work-study students.
- Serve on assigned institutional committees.
- Participate in staff development activities.
- Perform other related duties incidental to the work described herein.

### **QUALIFICATIONS**

- High school diploma or equivalency required. Associate Degree in Business Administration or related field preferred.
- Financial Aid and Student Support Services experience preferred.