

POSITION: Financial Aid Officer

POSITION SUMMARY:

Administer all aspects of the financial aid process. Responsible for administering all financial aid programs available to students. The financial aid officer provides a briefing to each prospective student prior to a full interview whereby he or she will introduce students to aid available to them. The financial aid officer is also responsible for ensuring all FAFSA, ISIRs, and verifications are complete and accurate in a timely fashion.

JOB FUNCTIONS:

- Assist students and parents in completing FASFA's; enter FASFA and review resulting ISIR.
- Work with admission coordinating interviews with prospective students.
- Explain Financial Aid plans to students; review their rights and responsibilities of Title IV.
- Complete Verification procedures where needed.
- Assign the appropriate budget and package the student.
- Ensure aid is paid to the student accounts in a timely manner.
- Provide entrance and exit counseling.
- Review files for completeness and accuracy.
- Initiate and monitor ISIR processing; Pell processing.
- Remain current on all applicable laws.
- Attend financial aid workshops and conferences.
- Maintain accurate financial aid files for each student.
- Maintain and update ledger cards to ensure accuracy of information.
- Ensure all eligible aid has been provided to students.
- Bill students on a monthly basis.
- Process deferments for graduates who are delinquent on paying back their student loans.
- Ensure compliance with Federal, state and accreditation agency, and institutional rules and regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

- One year of Financial Aid experience.
- Strong communication skills.
- Detail oriented.
- Willing to be a team player.
- Knowledge of Excel and Word.
- Commitment to operate within a culture defined by a mission, vision, and values: Uphold basic principles, demonstrate leadership, have abilities to develop people, strive to improve productivity, strive to achieve customer satisfaction.

MINIMUM ENTRY REQUIREMENTS:

- High school diploma.
- Some college preferred.
- Accounting or business experience desirable.
- Training and experience in applying financial aid preferred.

BENEFITS AND COMPENSATION:

- CBD College offers excellent benefits and highly competitive compensation.

CBD College is proud to be an equal opportunity employer and we seek candidates who desire to work in and serve an ethnically-diverse population.