

STATE OF MINNESOTA		EMPLOYEE'S NAME	
POSITION DESCRIPTION A			
Agency/Division Lake Superior College		Activity Financial Aid	
Classification Title MnSCU Academic Professional I	Working Title (if different) Financial Aid Assistant		Position Control No.
Prepared by Jean Stojevich	Previous Incumbent None		Appraisal Period
EMPLOYEE'S SIGNATURE (this position description accurately reflects my current job)	Date	Supervisor's Signature (this position description reflects the employee's current job)	Date August 26, 2009
POSITION PURPOSE			
<p>This position is responsible for the operation of the financial aid office in the absence of the Financial Aid Director. This position manages the Stafford, SELF, PLUS and alternative loan programs, the federal and state work study programs and oversees the VA benefits program. The position is also responsible for managing student financial aid records to ensure the accurate and timely awarding of financial aid and return of Title IV funds. The Assistant Director of Financial Aid serves as a resource specialist regarding financial aid to the school, community and potential students and does financial aid presentations and various events.</p>			
REPORTABILITY			
REPORTS TO: Director of Financial Aid/Registrar			
SUPERVISES: Student employees			
DIMENSIONS			
BUDGET:			
CLIENTELE: Approximately 2600 financial aid applicants, 4300 full and part-time students, 400 faculty and staff, high school counselors, parents of financial aid applicants, WIA and DRS counselors, federal and state student aid programs, MHESO, ISAP, BIA, private scholarship donors and the general public.			

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POSITION DESCRIPTION B	Employee's Name	Position Control No.
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Resp #	Description	Priority	% of Time	Discretion
1.	Administers the Stafford, SELF, Plus and alternative loan programs	A	30%	A
	<ul style="list-style-type: none"> A. Responsible for identifying new and changing federal and state Department of Education loan regulations and aligns the college loan programs to meet all regulation requirements. B. Coordinates planning and activities with guarantee agencies, the Minnesota Office of Higher Education and MNSCU St. Cloud ITS to insure seamless loan transactions from electronic application to disbursement. C. Provides the financial aid director with electronic data regarding LSC loan activity. D. Receives and reviews loan promissory note information from guarantee agencies, monitors NSLDS loan records, determines loan eligibility and electronically transmits loans to the guarantee agencies. E. Researches and resolves any problems or discrepancies associated with loan transmittals and disbursements with loan borrowers, guarantee agencies, lenders and the student payment office. F. Coordinates and maintains the on-line loan entrance and exit counseling programs including monitoring exit counseling activities of withdrawn and graduating students. G. Manages and coordinates EFT disbursements with guarantee agencies. H. Advises students regarding eligibility for various types of financial aid. I. Conducts interviews with applicants to provide entrance and exit loan counseling. 			
2.	Provides specialized financial aid customer service to both students and parents with specific financial aid concerns and questions that are beyond the knowledge of the Student Services Center's professional advisors.	A	20%	A
3.	Oversee VA Benefits Program	A	10%	A
	<ul style="list-style-type: none"> A. Process paperwork submitted to the Veterans Coordinator within ISRS, VAOnce and the shared file with Student Payment Office. B. Calculate Veterans eligibility for the MN GI Bill grant and award it. C. Performs enrollment verification checks prior to the semester start for the 200 currently enrolled VA students. C. Oversee processing of monthly enrollment verifications for reporting of W and FN grades to VA for benefit adjustments. D. Assure accurate reporting of all suspended students to VA at the end of each term for termination of benefits. 			

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| 4. Manages the federal and state work study programs | A | 10% | A |
| <ul style="list-style-type: none"> A. Determines authorizations and carry-forwards/backlogs of work study funding and establishes the academic year and summer work study budget. B. Works with the Placement Director to establish each department's individual work study allotment in accordance with the overall work study budget. C. Monitors payroll records to identify earning trends and projections. Notifies the Placement Director of trends and informs her when to change the balance of federal and state awarding according to expenditures. E. Notifies the Financial Aid Director of the need for work study transfers to SEOG if earnings are below estimates. F. Works with the Student Payment Office to switch student earnings at the end of the year from one program to the other in order to assure 100% program expenditures. F. Completes the federal work study portion of the Department of Education FISAP Report. G. Completes the end-of-year state work study Minnesota Higher Education Services report. | | | |
| 5. Manages the college's 150% completion rate policy to assure that students do not receive additional financial aid funding past 150% of the length of their program(s). | A | 10% | A |
| <ul style="list-style-type: none"> A. Interprets DARS reports and grade transcripts for students who have attempted more than sixty transfer and local credits. A. Computes additional number of credits students may attempt before losing financial aid eligibility, taking into consideration completed programs and developmental courses. C. Monitors students nearing their limit and blocks aid from paying for any additional credits once their limit has been reached. | | | |
| 6. Serves as the financial aid administrative liaison with the student payment office in reconciling individual student accounts. | A | 5% | B |
| <ul style="list-style-type: none"> A. Monitors the Aids Applied/Funds Applied reports weekly to assure that funds are paying out and canceling aid correctly. Reconciles with the student payment office to resolve any discrepancies. | | | |
| 7. Manages student financial aid records using the ISRS system, to provide accurate and timely awarding of financial aid. | A | 3% | B |
| <ul style="list-style-type: none"> A. Reviews and resolves tracking edit failures related to loan defaults, total disability discharges and loan limits. B. Reviews all students with over-awards and makes reductions where necessary. C. Adjusts student awards based on student refusal of work study eligibility, budget increases or additional outside funding. | | | |

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| 8. | Provide presentations and meet with various constituents to promote a better understanding of financial aid. | B | 5% | A |
| | <ul style="list-style-type: none"> A. Serves as the presenter at high school financial aid nights B. Presents at financial aid information sessions, new student orientations and other public-oriented events requiring a presentation be made by a financial aid professional. C. Meets with college faculty/staff/ and administration as needed to provide information on financial aid and its impact on programs, policies, etc. D. Writes scripts, creates power-points and performs at a variety of public service events . | | | |
| 9. | Other duties as assigned by the Registrar/Financial Aid Supervisor including but not limited to: | A | 7% | B |
| | <ul style="list-style-type: none"> A. Submit financial aid reports as required to federal,state,local agencies B. Collaborate in development and implementation of policies and procedures and publications, As related to Financial aid C. Trouble shoot financial aid problems D. Recommend Forms development/improvements. E. Maintain comprehensive record keeping system. | | | |

POSITION DESCRIPTION C	Employee's Name	Position Contr No.
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NATURE AND SCOPE (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)

Relationships

This position requires the ability to work closely with diverse populations and work effectively with students, parents, institutional personnel, outside agencies and the general public. This person maintains professional relationships college departments, faculty, administration, and with federal, state and college financial aid administrators and organizations.

Knowledge, Skills and Abilities

This position requires a minimum of an associate’s degree with at least two years experience in areas of financial aid related to this job description. The person must have a broad knowledge of financial aid regulations and their implementation, and working knowledge of financial aid computer systems. This person must have a knowledge of the college’s goals and objectives to insure that office activities are consistent with the overall educational program. The position requires skill in the area of written and oral communication; the ability to independently make decisions; interpretation skills; the ability to work with confidential materials; skills in computation with a concern for accuracy; the ability to say “no” when that is the only possible response to a given situation; the ability to manipulate data with various financial aid software programs and the ability to be flexible.

Problem Solving

This person must be able to understand and implement federal and state financial aid rules and regulations as well as have a good understanding of college and system policies. The person in this position must be able to use professional discretion on a case by case basis as needed in the review of a financial aid package. Excellent problem solving skills are essential.

Freedom to Act

Freedom to act is ultimately governed by the federal and state regulations, MNSCU board policy, LSC policy, tribal regulations, student privacy regulations and equal rights and non-discrimination laws. The need to respect the confidentiality of personal and financial information requires judicious discretion at all times. Professional Judgment is also required. This position acts independently yet understands when to consult with a higher authority.

