



Financial Aid Specialist

Full-Time, Bargaining Unit Position

Eastern Gateway Community College has an exciting opportunity for a Financial Aid Specialist. Under general supervision, the Financial Aid Specialist will provide varied support services to the Director of Student Financial Services as well as specialized tasks related to student financial aid programs. This position will be based at our campus located in Steubenville, Ohio.

Hourly Wage: \$10.55

Salary is commensurate with the collective bargaining agreement.

ESSENTIAL DUTIES AND ACCOUNTABILITIES:

- Provides financial aid counseling to students and parents regarding all aspects of financial aid process. Makes necessary referrals to other student service offices. Interacts with appropriate outside entities in order to facilitate the student eligibility process.
- Interacts with Federal Systems (EDConnect, COD, CPS, NSLDS) and must possess working knowledge of these systems.
- Processes student applications for grants (both paper and electronically).
- Retrieving all student aid applications from the Department of Education electronically and distributing applications to the appropriate staff for processing.
- Completing federal verification processes and making necessary corrections to students' financial aid application.
- Awards federal and state monies, institutional grant funds (Horizon, Gateway, Upper Ohio Valley), scholarships, and third-party funding to eligible students.
- Checks student enrollment status and GPA as appropriate.
- Reviews forms for completeness, secures additional information required, applies established office procedures, and federal/state regulations for federal and state grants.
- Sets up and maintains individual grant recipients' files and ensures student files are accurate, complete and in compliance with regulations by checking data on applications, grade transcripts, guidelines, and requirements of various assistance programs.
- Works closely with the Business Office prior to disbursement to ensure accuracy of student accounts; adjusts financial aid for schedule changes in accordance with office policy.
- Processes correspondence to students according to established schedule.
- Extracts and compiles data and participates in producing necessary institutional, state, and federal reports of financial aid activities.
- Greeting and working with students on a walk-in basis. Good customer service skills are required.
- Other duties as assigned.

EDUCATION & EXPERIENCE:

- Associate's Degree Preferred, High School Diploma required.
- Minimum of 2 years' general clerical experience.
- Courses taken at the college level for accounting/business preferred.
- Any equivalent combination of experience and education which provides the required knowledge, skills and abilities to perform the duties.
- Knowledge of report writing, record keeping, guidelines, laws, regulations, policies and procedures applicable to financial aid programs.
- Knowledge of, or ability to learn and interpret appropriate federal, state, and local rules and regulations; compiling and organizing data and preparing reports.
- Knowledge of FERPA requirements.
- Knowledge of federal financial aid programs and supporting regulations.
- Knowledge of Title IV program fund regulations.
- Knowledge of U. S. Department of Education rules and regulations.
- Knowledge of current tax forms, regulations, and the implications of such regulations on financial aid.
- Skill in operating a computer and various supporting software packages.
- Efficiency and accuracy in working with numbers is a must.
- Strong experience with Microsoft Office products, specifically Word, and Excel.
- Familiarity with PowerFAIDS and PowerCAMPUS software.

SKILLS & ABILITIES:

- Ability to apply regulatory requirements to daily tasks.
- Ability to relate effectively with people of various economic backgrounds, work independently, meet deadlines and establish and maintain effective working relationships with other, internally and externally.
- Defuse difficult, angry, or emotional situations with students and/or parents.
- Prioritize and manage a significant caseload.
- Operate a variety of office equipment.
- Interpret and explain regulatory information related to the financial aid process.
- Effectively communicate in oral and written form.

Interested candidates should send resumes and the names, addresses and telephone numbers of at least three professional references to:

**Administrative Services
Eastern Gateway Community College
4000 Sunset Blvd.
Steubenville, OH 43952**

*Internal applicants should include an Employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.