



Coordinator of Financial Aid Verification  
Full-Time Contract

Eastern Gateway Community College is now accepting applications for the position of ***Coordinator of Financial Aid Verification***. This position will be based at our main campus in Steubenville, Ohio. Experienced candidates are encouraged to apply.

**SUMMARY**

The Coordinator of Financial Aid Verification will manage the process of verification for all students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provide advanced skills and expertise in the examination of financial aid application verification items as identified annually by the I.U.S. Department of Education to determine eligibility for federal, state and institutional need based financial aid funds.

Responsible for planning, coordinative and implementing the financial aid verification processes.

Responsible for maintaining the integrity of the financial aid verification process.

Run identifying queries to determine students who have submitted all initially required verification documents.

Review IRS tax data, Verification worksheets and other required financial aid documents and compare the information to information submitted by the student on the Free Application for Federal Student Aid (FAFSA).

Evaluate and compare the information provided on the documents for consistency and accuracy, and request additional information if the information is incomplete or if there is a conflict between the information provided on one form when compared to the other documents.

Update system flags to indicate that the verification process is complete and other information is cleared so that financial aid awards can be created.

Participate in the implementation process for new technology as related to financial aid verification.

Responsible for researching, interpreting and making recommendations regarding current federal and state regulations pertaining to financial aid verification.

Maintains financial aid records in compliance with law and appropriate auditing practices.

Supervises and evaluate Verification Specialist to ensure the effective operation of the financial aid verification process.

Serves on college committees as needed.

Participates with all college departments in problem solving issues regarding financial aid verification.

Participated in the planning for short and long-term plans that support the college's mission as well as meets all state and federal requirements.

### **EDUCATION**

Required: Bachelor's degree and two years of financial aid experience; broad knowledge of federal financial aid programs and recordkeeping requirements; knowledge of higher education processes, supervisory and personnel practice, data processing and computer applications; able to communicate effectively verbally and in writing; able to work independently to meet deadlines.

### **SKILLS**

Knowledge of a financial aid program along with knowledge of automated student financial aid systems and student information systems.

Must be able to assess Department of Education guidance and determine implications for the college and the office of Student Financial Services.

Must be able to research, interpret and summarize relevant laws in accordance with Title IV.

Must have the ability to independently assess opportunities and situations and provide reasonable solutions focused on problem resolution.

Must have the ability to define problems, collect data, establish facts and draw valid conclusions.

Must provide excellent customer service skills and ability to respond to common inquiries or complaints from current and prospective students and parents, regulatory agencies and others. Must have the ability to understand and utilize basic statistical analyses, including ability to compute and interpret ratios, percentages, charts and bar graphs.

Must have the basic ability to understand industry and data trends and translate into measurable action plans.

Must be able to motivate and lead to reach objectives both independently and within the group.

Must be flexible to adapt to meet the needs of our constituent.

Must possess strong interpersonal and communication skills to work effectively with a wide range of constituencies in a diverse community.

Must possess excellent written and oral communication skills.

Must possess ability to effectively present information to groups of managers, customers and to the general public.

Must possess ability to think, reason and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines.

Must have demonstrated working knowledge of Microsoft Office applications. Strong use skills in automated computer system environment. Proficient in PowerCAMPUS and PowerFAIDS is preferred.

### **PHYSICAL DEMANDS**

Ability to sit in front of a computer for an extended period of time.

Extensive use of hands/wrists for keyboarding.

Must be able to reach overhead and bend to access files.

Occasionally required to move about the office/campus with the capability of transporting objects up to 20 lbs.

### **TO INTERESTED APPLICANTS**

Please forward a letter of intent, your resume and the names and contact information of at least three professional references to:

**careers@egcc.edu**

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.