



POSITION NOTICE

Financial Aid Assistant

Team: Financial Aid
Reports To: Director of Financial Aid
DBM Rating: B21

Job Status: Part-Time
FLSA Status: Hourly/Non-Exempt
Positions Supervised: 0

Position Summary:

Under the direct supervision of the Director of Financial Aid, serve as the Assistant to the Financial Aid Office. The typical schedule for this position is Monday through Friday, 20 hours per week, with flexibility based on College needs.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Student Interaction

- Inform students of their financial aid eligibility, provide financial aid information, and answer related questions.
- Assist students with filing their Free Application for Federal Student Aid (FAFSA) electronically including occasional outreach services.
- Provide students with Satisfactory Academic Progress (SAP) and Return of Title IV Federal Funds policies and inform them of potential future financial aid impact.
- Refer students to other college departments and community agencies that can provide additional support services.

Award Student Financial Aid

- Collect mandated items in compliance with the Department of Education requirements for verification.
- Verify information reported on student Institutional Student Information Record (ISIR) and make necessary corrections. Confirm corrections prior to disbursement of funds.
- Package student financial aid awards following federal and state guidelines and record other aid and scholarships into student accounts.
- Process various award notifications and communications.
- Adjust and cancel awards depending upon student eligibility.
- Process and report financial aid information for consortiums and shared programs.
- Calculate SAP for federal and state programs and notify students of their status.

Other Duties

- Perform front-line services to students, other departments, and the community.
- Assist with state and federal audits and implementation of recommendations.

- Schedule appointments with Financial Aid Office staff as necessary and coordinate Financial Aid Advisory Committee appeals meetings.
- Create, scan, and maintain student files.
- Complete forms required by various outside agencies.
- Coordinate Federal Work-Study Program.
- Update correspondence, forms, and other communications.
- Serve as backup for Nicolet College Veterans Programs School Certifying Official.
- Travel for professional development, committee meetings and conferences occasionally.

Knowledge, Skills, and Abilities:

- Ability to communicate effectively with people from diverse backgrounds.
- Maintain positive working relationships across the College and in the District.
- Ability to exercise good judgment, courtesy, and tact in receiving all callers via telephone, correspondence, or in person, making proper disposition of questions, concerns, and/or problems.
- Ability to work independently, proactively, and be self-directed and self-motivated.
- Ability to maintain confidentiality of information and records.
- Ability to analyze information, evaluate results, and solve problems.
- Ability to maintain accurate files and reports.
- Knowledge of office practices and procedures, financial aid requirements and procedures, federal and state laws, rules, and regulations affecting financial aid and special needs of the students.
- Knowledge of federal and state financial aid and veterans' assistance programs.
- Excellent planning and organizational skills, with strong attention to detail.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must demonstrate strong attention to detail, and must be able to perform complex tasks without error.
- While performing the duties of this job, the employee will be exposed to normal office conditions and usual office equipment such as telephone, personal computer, printers/copiers, reports and files.
- The employee will be constantly required to sit, talk, hear, and type/write.
- The employee will be frequently required to stand, walk, touch/handle/grasp (using hands and fingers), and reach with hands and arms.
- The employee must occasionally bend or squat and lift and/or push up to 25 pounds of general office items.
- Specific vision abilities required by this job include close, far, and field of vision.
- This position requires regular and punctual employee presence.

Qualifications:

- A minimum of an Associate Degree in a Business or related field is preferred.
- Two years of work experience in an office setting with significant student or public contact is preferred; financial aid work experience is also preferred.
- Knowledge of financial aid requirements and procedures, federal and state laws, rules, and regulations affecting financial aid and special needs of the student is preferred.
- Proficiency using Microsoft Word and Excel is required; knowledge of Financial Aid processing systems and scanning software is preferred.

Compensation:

The typical starting pay range is \$18.03 - \$19.60 per hour, commensurate with education and experience. Pro-rated leave benefits apply. Insurance benefits are not included with this part-time position.

Application Procedure:

Apply online at nicoletcollege.edu. Attach a cover letter that addresses how your background and experience are consistent with the requirements of the position, a current resume, and unofficial transcripts of coursework. Applications received by **4 p.m. on Monday, May 7, 2018** will be reviewed.

Nicolet Area Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities.