



Job Description
Financial Aid Advisor

Position: Full-time, Financial Aid Advisor

Supervisor: Jimmy Criswell, Director of Financial Aid

Description:

The Financial Aid Advisor is under the direct supervision of the Director of Financial Aid and is primarily responsible for assisting the Director in maintaining the daily operations of the financial aid office. Responsibilities include assisting students and families with financial aid options and processing federal and institutional financial aid applications in accordance with federal regulations and college policy.

Responsibilities:

1. Advise and assist students with financial aid applications and other issues or concerns as they arise.
2. Serve as the main point of contact for the financial aid process for all new students.
3. Assist the Director in preparing and processing all necessary financial aid reports and determine necessity of additional reports to assist in compliance.
4. Assist the Director in managing the disbursement of aid to include census reporting and associated financial aid adjustments.
5. Assist the Director in managing the enrollment reporting process for current and previous Title IV recipients.
6. Assist the Director in managing Satisfactory Academic Progress for students receiving federal or institutional aid.
7. Create and maintain all student financial aid files and ensure all documentation is present from start date to graduation or withdrawal from College.
8. File all incoming financial aid documentation in the appropriate student file and track progress or award changes as appropriate.
9. Retrieve ISIRS and initiate communication with admitted students as well as Enrollment Services.
10. Manage the verification process for the student population
11. Communicate with federal, state, and private agencies relating to Title IV regulations.
12. Manage Scholarship Committee by collecting appropriate documentation to create files and organize Committee meeting to determine institutional award eligibility.
13. Review Federal updates as received by the Department of Education or IFAP weekly
14. Participate in campus events to include presentations as necessary.
15. Serve as a viable role model for students and staff.
16. Complete other duties as assigned by the Director of Financial Aid.

Qualifications

- Bachelor's degree in related field
- Extremely organized and effective with time management
- 5 years of direct job-related experience
- Strong interpersonal skills

Essential Skills

- Knowledge of federal financial aid programs and supporting regulations
- Knowledge of U.S. Department of Education rules and regulations
- Knowledge and understanding of default management and cohort default rates
- Skill in operating a computer and various supporting software packages
- Ability to work independently
- Ability to communicate effectively in oral and written form
- Ability to think strategically and solve complex problems
- Ability to maintain confidentiality when working with sensitive information

Contact:

Interested parties should resume and cover letter to:

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