

Financial Aid Specialist

North Central State College is accepting applications for a full-time Financial Aid Specialist.

Essential duties/responsibilities include but are not limited to the following:

Financial Aid Advising

- Inform students and parents about aid application procedures, and about policies regarding the qualification for and receipt of aid
- Assist students in applying for aid, and in resolving problems which might limit or prevent their receiving aid
- Collaborate with and advise College employees regarding issues affecting students' receipt of aid
- Represent office at Financial Aid Nights, welcome events, orientation, etc.
- Other duties as assigned

Application Processing

- Process loan requests
- Analyze processed FAFSA data
- Determine and initiate steps needed to complete student aid files
- Complete verification processes
- Make aid awards and revise them as necessary
 - Parent plus loans, private loans, outside scholarships, etc.
- Other duties as assigned

Administrative Processes

- Upload and download data through the USED Central Processing System, COD, NSLDS, and Ohio DHE
- Pell Grants and Direct Loans
 - Origination, disbursement, and reconciliation functions
 - Resolve Multiple Reporting Record and Potential Overpayment Problem issues
- Monitor texting software and respond to students
- Reach out to applicants on financial aid process
- Reach out to students registered and financial aid file not complete (deregistration process)
- State financial aid programs
 - Identify recipients, reconcile payments, and file reports
- Determine and adjust awards of students withdrawn for non-attendance and non-participation
- Maintain the office's Web pages
- Assist Director with College Foundation's scholarship programs
- Maintain the office's policies and procedures manual
- Other duties as assigned

Clerical and Administrative Support

- Back up the office receptionist- answer calls, cover front desk, etc.
- Filing
- Mailings
- Other duties as assigned

Qualifications:

Education: Associate's Degree in appropriate area.

Experience: Experience in a financial aid or accounting environment is preferred; computer literacy in the use of personal computers and/or mainframe computers, and functional knowledge/use of word processing, spreadsheets, data entry, or database management.

Please express your interest in this position by submitting a letter of application and résumé to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed until filled.

North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.