

Financial Aid Specialist

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

Advising

- Inform students and parents about aid application procedures, and policies regarding the qualification for and receipt of aid
- Assist students in applying for aid, and resolving problems which might limit or prevent their receiving aid
- Collaborate with/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 as necessary
 - Parent plus loans, private loans, outside scholarships, etc.
- Other duties as assigned

Administrative Processes

- Upload/download data through the USED Central Processing System, COD, NSLDS, and Ohio DHE
- Process 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 registered students to complete financial aid file (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- Determine and adjust awards of students withdrawn for non-attendance and non-participation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 Financial Aid office Web pages
- Assist Director with College Foundation's scholarship programs
- Maintain policies and procedures manual
- Other duties as assigned

Clerical and Administrative Support

- Cover welcome desk, answer calls, 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.

Review of Resumes to begin 10/2/23
and until filled
(Posted 9/18/23)

North Central State College is a great place to work. We offer:

- Working hours to enhance your life:
From August through early May, we work 9-hour days, Monday through Thursday and 4-hours from home on Friday mornings.
From early May until the end of July, we work four 10-hour days, and get Fridays off.
- Choose between the School Employees Retirement System (SERS) and Alternative Retirement Plan (the College will match your contribution dollar for dollar).
- Free NC State tuition for you and your immediate family members.
- Advance your degree outside of the College with our Tuition Reimbursement program.
- Comprehensive health insurance plans are available for individuals and families that include medical, dental and vision benefits. Employee contributions, deductibles and annual out-of-pocket costs are low.
- Paid time off for vacation and personal time, paid holidays (12), and sick days.
- Employer paid life insurance and long-term disability insurance.
- And much more.



North Central State College

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

www.ncstatecollege.edu/jobs

or send to:

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