

Job Description

Position Title: Coordinator, Title IV and Financial Aid

Job Group: Student Services

Job Level Group: Professional Entry

FLSA Status: Exempt

Position Summary:

The Coordinator, Title IV and Financial Aid reviews and analyzes data to properly disburse, recalculate, and reconcile accounts in Title IV programs. Assists in processing information related to other types of financial aid programs including private educational loans and state government aid. Monitors disbursements and edits records and accounts to align with rules and regulations. Notifies students of requirements to complete processes for Pell grant and loan disbursements.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops, implements, and monitors complex program budgets and grants to ensure compliance and fiscal responsibility of Title IV programs utilized by PCC. Verifies, awards, disburses, recalculates, and reconciles program account according to Title IV regulations.
2. Oversees the Federal Work Study program. Posts job announcements, monitors recruitment, prepares program materials for student and supervisor, and provides supervisor training. Reviews and updates proposal forms. Approves timesheets. Provides outreach with external organizations for community partner participation.
3. Administers and implements operational processes of dual enrollment programming for the College and all external partnerships for local high schools. Supports academic deans, instructional staff, faculty and adjunct faculty, and staff.
4. Performs research, compiles and analyzes data extracted from secure Department of Education databases. Prepares and reviews complex and detailed reports and correspondence.
5. Collaborates with internal departments, faculty, students, and local agencies to assist understanding Title IV regulations, FAFSA, and college requirements.
6. Works with regional, state and national associations to maintain up to date knowledge of regulation changes and updates.
7. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of related regulatory compliance principles and practices.
2. Knowledge and application of interviewing and investigative methods and procedures.
3. Knowledge of administrative procedures and practices.
4. Knowledge and application of organizational and time management principles.
5. Skill in analyzing data and drawing conclusions.
6. Skill in positive, productive and flexible customer service.
7. Ability to apply effective and accurate data entry and typing skills.
8. Ability to apply effective written and verbal communication skills.

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Public Administration, Business, or a closely related field of study required.
- Up to One (1) year of related experience required
- One (1) to Three (3) years of related experience preferred

- National Association of Student Financial Aid (NASFAA) Certification within first year
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required