



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Senior Financial Aid Officer

LOCATION: Office of Financial Aid

REPORTS TO: Director of Financial Aid

GRADE: CCRIPSA 11

SUPERVISES: May supervise clerical staff and/or student aides.

BASIC FUNCTION:

To assist with the administration of the financial aid and student employment functions at the Community College of Rhode Island to include the determination and award of aid, coordination and preparation of student employment program, and provision of advising and academic oversight.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Review financial aid applications to determine the extent of financial need and make awards of financial support within the limits set by established policies, rules and regulations; audit and adjust awards on a continuous basis; revise estimates of need as student and/or parents report changes in their financial circumstances.

Calculate prorations for student financial aid refunds; notify the appropriate funding agency of refund and amount.

Conduct personal interviews with students and their parents regarding financial aid.

Determine student eligibility for the Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan, Federal Parent Plus Loan, and Alternative Loans. Conduct in-person initial and exit loan counseling with Federal Direct Subsidized Stafford Loan or Federal Direct Unsubsidized Stafford Loan borrower regarding loan obligations, repayment plans and the possible consequences of loan default.

Determine and process scholarships and grants such as Federal Pell Grants, Federal Supplemental Educational Opportunity Grants and Rhode Island and Massachusetts State grants; validate student aid reports.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

Monitor CCRI aid expenditures and aid recipients' Satisfactory Academic Progress according to Community College Academic Eligibility Policy and Federal Guidelines.

Coordinate and process awards and payroll for college's student employment programs such as Federal College Work Study Program (both on and off campus) and Student Help; prepare positions and budgets for department supervisors; prepare related payroll and accounting reports; notify department supervisors and students of eligibility/ineligibility; advise students of employment rights and obligations.

Allocate and monitor student employment budgets.

Write and design Student Financial Aid publications, manuals and forms.

Participate in the formulation of student aid policies, procedures and operations.

Attend off-campus workshops and department meetings scheduled on a rotating campus basis.

Serve as liaison with other College offices such as Enrollment Services, Bursar's Office, Controller's Office, and Access to Opportunity.

OTHER DUTIES AND RESPONSIBILITIES:

Perform outreach duties; conduct Financial Aid workshops at high schools and Community College events.

Perform other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal and mainframe computer systems and related software.

There is considerable communications via the telephone and through public speaking engagements. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required, preferably with course work in counseling and business disciplines.

At least three years of experience in a financial aid office required.

Experience with on-line computer systems and personal computers required.

Strong supervisory, organizational and interpersonal skills essential.

Ability to understand and appreciate cultural diversity.

Must be able to maintain the strictest confidentiality of information.

Must have access to and use of own transportation.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor

ENROLL502642.jd
3/2015