FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018

FUNCTIONAL ANALYST – FINANCIAL AID SYSTEMS

FLSA STATUS: EXEMPT – 25-P

JOB FAMILY: STUDENT SERVICES   JOB FUNCTION: STUDENT SERVICES

<u>GENERAL STATEMENT OF JOB</u>

Under the direction of the Director of Financial Aid, provides compliance and system support for the Office of Financial Aid and Scholarships. The qualified applicant will demonstrate a strong knowledge and understanding of Title IV Financial Aid policies and procedures. Performs systems analysis within Campus Solutions (CS) PeopleSoft system for the Financial Aid department. Serves as a liaison between the Financial Aid Department and Information Technology team and functional owner for the purpose of requirements validation, issue resolution and coordination of project activities. Focuses on a variety of technical work and analysis as required for the development of specific regulatory requirements in the dissemination of Title IV funding, and State funding.

<u>CHARACTERISTIC DUTIES AND RESPONSIBILITIES</u>

Performs complex tasks involving strategic systems planning, management, and support in relation to programming requirements for Student ERP to follow current Title IV Regulations and Best Practices.

Demonstrates the ability to research, trouble-shoot, and provide technical analysis for issues encountered with the Student ERP. Provides solutions to issues, and takes responsibility for performing system configuration updates or working with Information Technology via Change Management tools to update system code.

Utilizes extensive knowledge of Student ERP Functional Processes and is able to identify areas of impact between system and functional business processes.

Gathers and elicits system configuration requirements for Student ERP projects including but not limited to: Title IV Compliance Enhancements, Production Support, and Delivered Title IV Compliance Upgrades.

Acts as a Subject Matter Expert in relation to all Financial Aid and related modules of the Student ERP.

Participates in PeopleSoft assigned functional training in order to assist in the integration and implementation processes.

Designs, builds, modifies Equations, complex Budget Formula and Financial Aid Packaging Plans to reflect the packaging policies of the institution and in compliance with all applicable regulatory agencies.

Develops appropriate test cases necessary to perform validation testing on all required system modifications, customizations, fixes, interface, and patches and participates in testing PeopleSoft updates/bundles/fixes/patches.

Creates, exports, and filters information to make it user friendly using the PeopleSoft Query tool.

Analyzes and evaluates assigned function's processes and new requirements to develop and integrate new solutions within PeopleSoft.

Handles sensitive information in a professional and confidential manner.

Documents requirements for internal and external interfaces, reports, workflow, and security access that support financial aid business processes and staff.

Identifies, document, and escalates system or business process risks and issues.

Manages expectations, timelines and deliverables; adheres to project protocols and guidelines, reporting to the project manager.

Responsible for other reasonable related duties, as assigned.

SUPERVISION RECEIVED:
Supervision is received from the Director of Financial Aid.

SUPERVISION EXERCISED:
Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree, from an accredited college or university supplemented by five (5) years of related experience working with PeopleSoft applications. Effective written and verbal communications ability. Knowledge or understanding of Financial Aid operations.

PREFERRED QUALIFICATIONS

Bachelor's degree, from an accredited college or university supplemented by seven (7) years of related experience working with PeopleSoft applications, version 8.9 and up, in a post-secondary environment. Effective written and verbal communications ability and excellent project coordination skills. Functional accounting, finance or procurement experience. Experience using report writing software.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 02/2019