

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

FINANCIAL AID COORDINATOR – VERIFICATION

FLSA STATUS: EXEMPT - PAY GRADE: 17-C

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Financial Aid Coordinator – Verification oversees and performs Verification and Return of Title IV Funds calculations for select student populations and ensures all required documents have been submitted and are complete to perform verification. In addition, the Financial Aid Coordinator – Verification is responsible for identifying withdrawn students in need of a Return of Title IV Funds calculation, performing the calculation within the required timeframe and returning unearned federal funds.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Works with the financial aid leadership team to develop and edit the College's Verification policies and procedures.

Assists in establishing the checklist items required from those selected for verification or having a C-Code on the ISIR.

Communicates with students whose verification documents are outstanding or incomplete.

Queries the student population in PeopleSoft to identify students who have withdrawn, stopped attending or failed all courses and may require a Return of Title IV Funds calculation.

Performs Return of Title IV Funds calculations within PeopleSoft to determine the amount of unearned federal funds which must be returned for withdrawn students.

Communicates with students regarding the amount of unearned federal funds to be returned.

Assigns, monitors and evaluates the performance of support staff.

Performs other related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Functional and administrative supervision is exercised over Advisors.

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university supplemented by three (3) years of related experience. Must have effective written and verbal communications skills.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited college or university supplemented by three (3) or more years of related experience. Knowledge of Title IV regulations, particularly those regarding Verification and C-Codes and federal policy requirements.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

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

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

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 rapidly and accurately in operating modern office equipment and machinery.

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Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, 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). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 5/2018