

JOB DESCRIPTION

JOB TITLE: Financial Aid Coordinator	FLSA: Exempt
Department: Financial Aid	Date Revised: 08/16/23
Security Sensitive: Yes	Grade: C-41
Reports To: Director of Financial Aid	

Job Summary

Under general supervision of the Director of Financial Aid, analyzes and packages student financial awards in accordance with applicable regulations, statutes, and policies.

Essential Job Functions

- Maintains policies and procedures for the administration of financial aid programs and maintaining records and student files.
- Provide functional and technical expertise, and ongoing training with Ellucian Colleague and other software; Act as a liaison with the Information Technology Department;
- Ensures

- Work may require sitting, frequent near vision use for reading and computer use, lifting (from