

Indian Capital Technology Center Job Description

POSITION:	Financial Aid Specialist – Muskogee Campus
RESPONSIBILITY:	District Admin. for Instructional and Student Services
QUALIFICATIONS:	
Education	High School diploma; Associate or Bachelor Preferred; Business, Math or Accounting Degrees Preferred
Experience	Background in CT education with emphasis in adult education. Experience analyzing Federal Regulations Preferred Computer skills required (Word and Excel preferred) Two years of experience working with some type of Federal Assistance Program Preferred Successful experience in communication to and with the public in person, electronically, and via telephone.
Certification	None required
PERSONNEL CLASSIFICATION:	Non-Certified Support – Salary Schedule ST12/STP12/L1-12/L2-12 Commensurate with degree (No Degree, Associate, Bachelor, Masters); Exempt (unless on ST12 Schedule)
PRIMARY FUNCTION:	To manage all Financial Aid programs assigned by ICTC
SKILLS:	Excellent human relation and communication skills Computer skills: Word, Excel, Microsoft-Suite Ability to understand tax documents Possesses strong math and finance skills
DEPENDABILITY:	Regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities. Must be able to attend and participate in meetings/conferences as scheduled within the district, state and out of state.
PHYSICAL/MENTAL STANDARDS:	Ability to read and comprehend varied and extensive written documents, regulation and reference materials. Ability to meet and confer with individuals and groups concerning a variety of subjects, including confidential matters. Ability to effectively multi-task.

Ability to operate a four wheel vehicle in order to travel statewide.
Requires lifting, handling and carrying of such articles as books,
manuals, files and related items.

EMOTIONAL EFFORT: Moderate to extreme. Frequent deadlines requiring concentrated effort and overtime work. Must work on a variety of projects at the same time.

ESSENTIAL JOB FUNCTIONS:

GENERAL

1. PELL GRANT PROCESSING
 - A. Interview applicants
 - B. Assist in completing or correcting application forms
 - C. Determine individual cost of attendance
 - D. Calculate Pell Awards
 - E. Determine disbursement dates for Pell Awards
 - F. Determine aid received from other community agencies such as OTAG, WIA, Voc Rehab, etc.
 - G. Monitor enrollment, attendance and progress of aid recipients
 - H. Recalculate awards as necessary due to change in student enrollment status
 - I. Maintain an operation in compliance with federal regulations
 - J. Collect information necessary to verify Pell applications
 - K. Complete all reports as deemed necessary for Title IV compliance
 - L. Maintain a working knowledge of federal tax requirements
 - M. Communicate the general requirements of Title IV Student Aid Programs to campus counselors and administrators

2. OKLAHOMA TUITION AID GRANT PROCESSING
 - A. Certify enrollment, residence and academic progress of OTAG recipients to Oklahoma State Regents for Higher Education
 - B. Complete eligibility and disbursement reports (Excel Spreadsheet)
 - C. Complete report to the Business Office for students checks

3. VETERANS BENEFITS
 - A. Participate in Oklahoma State Accrediting and Veterans Administration audits
 - B. Maintain a working knowledge of federal regulation relating to Veterans benefits
 - C. Assist campus officials in processing veteran students' enrollment certifications
 - D. Collect information from other student services departments about aid recipients

4. ICTC FOUNDATION AND SENIOR SCHOLARSHIP PROGRAM

It is expected for employee to be on time each workday as this is essential to the employee's job.

Other jobs/tasks as described and requested by administrator.

OFFICE:

1. Perform word processing (Microsoft Word), spreadsheet (Microsoft Excel)
2. Assist with accurate preparation of required reports and forms using a personal computer
3. Communicate with prospective students concerning services
4. Maintain and store confidential files, records, textbooks, and supplies
5. Maintain appearance of office
6. Prepare and turn in orders for supplies and materials as needed
7. Participate in the performance appraisal review process with the coordinator of the student services department
8. Greet students and patrons in a professional manner
9. Organize and maintain student records

SUPPORT:

1. Assist with Campus tours
2. Assist with Career/Financial Aid fairs as assigned
3. Assist with other duties as assigned by student services coordinator

BUDGETING AND PURCHASING:

Work within approved budget

PUBLIC RELATIONS:

Promote a positive community image of Student Services Department by providing information to community groups.

RELATIONSHIPS:

Advise, consult, coordinate and work cooperatively with clients, student, staff and administration to meet the needs of the clients and ICTC employees.

PROFESSIONAL DEVELOPMENT:

1. Maintain communication between campus sites and Financial Aid Office
2. Assist campus administrators and instructors in maintaining information and services to clients in training
3. Participate in professional workshops in Financial Aid and Student Services

4. Attend the Fall and Spring Oklahoma Association of Student Financial Aid Administrator (OASFAA)
5. Attend the Oklahoma Association of Veterans Coordinators & Counselors Conference (OAVCC)

PERSONNEL:

1. Participate in an annual evaluation of his/her performance with the Coordinator of Student Services
2. Submit all personal absence and travel expenditure request for the approval of the Coordinator of the Student Services Department

**OTHER JOB
FUNCTIONS:**

1. Maintain and enhance professional competence through participation in professional activities
2. Perform such other tasks, assume such other duties, and exercise such other authority as may be required or conferred by the Coordinator of Student Services

Indian Capital Technology Center does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or qualified disability.

APPROVED:

Signature of Employee

Date

Signature of Supervisor

Date