

The University of Akron
Classification Specification

Job Title:	Coord Spec Fin Aid Enr Progs	Job Code:	81006
Job Function:	Staff	Grade:	118
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	7000 Student Services Division	Date:	2/5/14

Job Summary:

Coordinate and administer the Special Financial Aid Enrollment Programs that may include student athletes, two year consortium programs, students studying off campus in overseas programs, co-op/intern assignments and as transients students. Monitor review of awarding program reports, loan default/aggregate reports, daily evaluation of financial aid awards and collection of required financial aid transfer data. Monitor all programs to ensure compliance with regulations and policies and advise campus community accordingly. Works with campus community to resolve complaints.

Essential Functions:

45% Coordinate all athletic awards and others to include decision-making regarding scholarship awards, programs, policies, and procedures. Adjust other aid as necessary to maintain NCAA, federal, state and University regulations. Prepare and mail all required documents. Maintain student financial aid database and related computer databases and files.

25% Create and adjust budgets for two-year consortium programs, co-op/internships, study abroad, transient, anesthesia students and other miscellaneous partnership programs. Gather required documentation to maintain all regulations and enter required information into databases. Monitor and disburse aid.

15% Create and monitor reports relating to all programs of responsibility. Adjust aid and budgets to maintain compliance with all regulations. Create forms and letters and general administration of all programs.

15% Provide daily advisement and counseling services to staff, student-athletes, students and parents regarding the financial aid programs.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in student financial aid within a higher education environment. Working knowledge of state, federal and NCAA financial aid regulations and university policies and procedures required. Strong computer skills to include word processing, spreadsheets and database administration required. Strong problem-solving, research and communication skills required. Ability to advise students and parents in areas of financial aid required. Ability to interact with people from diverse cultures and backgrounds. Ability to function in a fast paced, high volume work environment required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.