

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Coord Student Financial Aid Programs	<b>Job Code:</b>	47313
<b>Job Function:</b>	Staff	<b>Grade:</b>	118
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Exempt
<b>SOC Description:</b>	7000 Student Services Division	<b>Date:</b>	3/11;1/04;2/01

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**Job Summary:**

Coordinate, administer and audit state and federal grants, scholarships, loan programs and employment issues related to student financial aid. Monitor all programs to ensure compliance with regulations and advise campus community accordingly. Work with campus community to resolve complaints.

**Essential Functions:**

10-30% Coordinate and audit all documents associated with student employment processes, grants, scholarships, loans and other related materials to ensure compliance with state and federal regulations and procedures. Maintain related computer databases and files.

10-20% Write letters, provide reports and advise campus community regarding related programs and employment opportunities. Handle complaint resolutions.

10-30% Collect, review, analyze data and create the necessary reports to meet all compliance regulations related to student financial aid. Provide information to University departments and outside agencies.

15-20% Maintain the student financial aid automated telecommunication system. Respond to campus community and prepare regular status reports and maintain all databases.

5% Provide assistance to campus community in all student financial aid matters.

**Education:**

Requires a relevant Bachelor's Degree.

**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 and federal financial aid regulations and university policies and procedures required. Advanced computer skills to include word processing, spreadsheets, and database administration required. Strong problem-solving, research and communication skills required. Ability to counsel 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.

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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.