BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Financial Aid Data Specialist

DEPARTMENT: Financial Aid/Student Affairs

FUNCTION: Guides students through the Financial Aid process for one or more aid programs and coordinates the processing and transmission of electronic data through various systems as outlined below. Reviews, verifies, and certifies student eligibility for financial aid.

REPORTS TO: Assistant Director of Financial Aid

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Counsels students and parents on financial aid opportunities, application process and status, and process of funds delivery.
2. Educates students on the information required for completing Financial Aid applications and assists them with accurately data input as required by Federal and State Financial Aid Websites and the Bergen Community College Web Advisor.
3. Reviews assigned applications and files and recalculates aid eligibility to verify data accuracy; imports and exports applicant and disbursement rosters and submits changes.
4. Serves on the SAP committee that evaluates student appeals for financial aid denial.
5. Provides technical and administrative support in the fund delivery process; coordinates and manages program funds and their reconciliation on a monthly and year end basis.
6. Imports and exports ISIR’s and corrects transaction, resolves processing and transmission errors, and runs auto packaging.
7. Coordinates unemployment tuition waiver program including certification of student eligibility for financial aid (FAFSA/Unemployment eligibility), and documentation maintenance.
8. Performs additional tasks or duties as assigned by the Assistant Director of Financial Aid or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Knowledge of Financial Aid regulations and fluency in Spanish are required. Has basic proficiency in the use of the Microsoft Office suite. Exhibits
strong skills in:
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Associate’s Degree; or 60 college credits plus 2 years of experience handling Financial Aid in a higher education setting; or a minimum of 4 years of Financial Aid experience.

**Experience:** Associate’s Degree; or 60 college credits plus 2 years of experience handling financial aid in a higher education setting; or a minimum of 4 years of Financial Aid experience. Prior experience with on-line Financial Aid applications is required.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE