

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

Financial Aid Specialist <u>Associate</u> - Technical Center
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Required Qualifications:

- AA degree from an accredited college or university
- Skills in communication, both oral and written

Desired Qualifications:

- Experience in financial aid procedures, grant writing and scholarships
- Working knowledge of postsecondary school procedures
- Knowledge and experience with federal register for compliance of federal and state guidelines
- Skills in finance

Performance Responsibilities:

- Administers federal and state financial aid programs, such as Federal Pell Grant, Veteran's Benefits, Workforce Development, Vocation Rehabilitation, Florida Bright Futures, State Vocational Grants, as well as other Florida State Scholarship programs.
- Annually maintains federal approvals and certifications for the Institute's administration of the Pell Grant.
- Develops and implements policies and procedures for Pell Grant Administration, reviewing annually for updates.
- Assures the implementation and coordination of Title IV funds are in compliance with the federal regulations.
- Interacts with scholarship donors and Foundation & Development Committees regarding soliciting and disbursement of funds.
- Annually calculates cost of attendance and prepares payment schedules for Title IV approved programs.
- Determines student eligibility for scholarships and grants.
- Calculates students monetary award.
- Counsels students/parents in matters pertaining to financial aid.
- Processes ledger cards for business manager, including award amount, payment schedules, and tuition deferment.
- Authorizes the disbursements of funds for local, state and federal scholarships and grants.
- Balances disbursements.
- Works with scholarship committee in developing criteria for awarding financial aid and approving students for scholarships.
- Provides leadership in developing and maintaining student evaluation criteria and instruments that meet federal/state/local requirements.
- Coordinates the administration of financial aid with other local, state, and federal agencies.
- Develops and distributes financial aid marketing and information documents.
- Assists in activities that increase the Institute's financial aid resources.

- Orders and distributes financial aid applications and other materials pertinent to scholarships and grants.
- Prepares and submits local, state, and federal financial aid reports.
- Responds to requests for information from other local, state, and federal entities, including leading agencies.
- Attends financial aid conferences, meetings, and workshops.
- Develops and maintains student files required for awarding scholarships and grants. Continuous monitoring of student files to ensure compliance with federal regulations.
- Verifies individual students attendance records to ensure eligibility for Pell disbursement per Pell payment period.
- Responds to financial aid program reviews and audits.
- Administers Federal required updates of electronic programs for Title IV.
- Conducts electronic processing for origination, disbursement, and withdrawal records for each financial aid recipient.
- Performs other incidental tasks consistent with the goals and objective of this position.
- Performs other duties as assigned by the Director of Adult and Technical Education and/or designee.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Adult and Technical Education and/or designee

Evaluation:

Annual evaluation done by the Director of Adult and Technical Education and/or administrative designee

Terms of Employment:

12-month employment - 249 Days

Salary:

- Salary based upon approved salary schedule - Confidential Placement L
- Funding source – Workforce Development funds, including tuition and fees from Technical College

Job Code:

91010

Board Approved: 09/20/22