**Financial Aid Advisor I P8 Standard Job Description**

**Classification Title:** Financial Aid Advisor I P8

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Job Summary:**

The Financial Aid Advisor I is responsible for learning how to counsel and provide scholarship and student financial aid information to students. Learns to use professional judgment to solve financial aid problems and refer students to university resources.

**Essential Duties and Responsibilities:**

**50%: Advising**

* Under close supervision, uses discretion and independent judgment to advise and counsel students on financial aid.
* Learns how to collaborate with on campus representatives regarding students financial aid concerns.
* Learns how to and assists with reviews of student files and makes adjustments as needed.
* Learns the student financial aid appeal process and shadows team members.
* Learns how to and awards, revises and/or approves the awarding of financial aid through the specific controls of program policy and guidelines.

**20%: Financial Aid Knowledge & Team Support**

* Learns, interprets, and maintains knowledge of current federal, state, and institutional policies, procedures, and regulations pertaining to financial aid.
* Learns how staff interact with and transition students from prospective to currently enrolled students.
* Ensures that processing activities adhere to established policies and procedures.

**10%: General**

* Participates in and assists in the planning and execution of events for departmental initiatives (e.g. financial aid awareness programs, Aggieland Saturday, outreach efforts).
* Learns how to and responds to varied questions that may require researching and consolidating data regarding financial aid.
* Attends local, state, and national workshops, and conferences.
* May assist with presentations.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or an equivalent combination of education and experience.
* No experience required.

**Required Knowledge, Skills, and Abilities:**

* Ability to meet deadlines and maintain a high level of accuracy, professionalism, and customer service.
* Working knowledge of Microsoft Office software.
* Ability to work individually or as a team in a dynamic organization.
* Good interpersonal communication skills.
* Must be literate in the English language and able to comprehend, give and follow both written and verbal instructions.
* Ability to organize and make decisions.
* Ability to work well under pressure.
* Ability to use tact, diplomacy, and judgment in dealing with all customers.
* Attention to detail.

**Required Licenses and Certifications:**

* None

**Other Requirements:**

* Occasional Travel.
* Must be able to work weekends, holidays, and outside regular business hours.
* Must comply with Texas A&M System Policy 07.02 Texas Higher Education Fair Lending Practices.
* Must be in good standing on all Federal Student Loans. The U.S. Dept. of Education will not grant access to student loan data for any individual who is in default status. Access to such information is a necessity for this position. Must be able to rectify default status within three months of employment. Good standing must be maintained for continued employment.

**Physical Requirements:**

* None

**Machines and Equipment Used:**

* Computer
* Telephone

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**