

Cape Girardeau Public School District No. 63
Job Description

Job Title: Financial Aid/Student Services Advisor

Terms of Employment: 10 month contract; 183 days + 25 extended days

FLSA Status: Exempt

Reports to: Director, Career and Technology Center

Brief Description of Position:

The Financial Aid/Student Services Advisor is responsible for providing financial aid services to students, conduct student need analysis, perform federal verifications and packaging of student aid, certify federal loan eligibility, provide financial aid counseling, make professional judgment decisions regarding student aid eligibility and facilitate problem solving with students and parents.

Required Qualifications:

- Associate degree or applicable experience.
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint.
- Ability to work on multiple projects at once.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Must be able to demonstrate the ability to collaborate with colleagues, analyze student data, and make necessary instructional interventions for student growth that is based on data and best practices in education.
- Use technology appropriate for instruction and program use.
- Ability to meet deadlines and to manage time appropriately.

Preferred Qualifications:

- Bachelor's degree
- Financial aid or advising experience

Essential Duties and Responsibilities:

- Advise students on college courses needed depending on degree plan.
- Enroll students in Cape College Center or Mineral Area College courses
- Complete student consortium agreement when needed
- Inform interested students about different programs offered at the CTC.
- Assist students in filing FAFSA.
- Award financial aid for eligible students based on ISIR and program enrollment.
- Meet with students eligible for student aid - assist with entrance counseling and signing of MPN.
- Provide needed information for CI (Campus Ivy) to process aid
- Collaborate with CI staff to efficiently process aid for students.
- Collaborate with CTC accounts administrative assistant & CGPS finance office.
- Certify VA students using VA Once.
- Certify A+ eligible students in FAMOUS
- Certify Access MO Grant recipients in FMAOUS
- Assist students with needed financial aid documentation / requirements.
- Assist - along with other team members - with remaining Title IV compliant.
- Represent Cape CTC at area college / career fairs.
- Provide support to students -regarding financial & academic issues- to be successful in school.
- Perform other duties as assigned by Director, Career and Technology Center.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: June, 14, 2017