



## JOB DESCRIPTION

<b>Job Title:</b>	Financial Aid Advisor
<b>Department:</b>	Student Financial Aid (Houston Campus)
<b>Job Category/FLSA Status:</b>	Full-time/Exempt
<b>Reports To:</b>	Director of Financial Aid and Scholarships
<b>Authority:</b>	Student workers as assigned.

### Position Description

The Financial Aid Advisor in conjunction with the Director of Financial Aid and Scholarships will ensure the college meets federal deadlines, audit requirements and accreditation standards as well as demonstrates compliance with federal, state, and local regulations. This financial aid professional must balance financial aid experience and analytical skills with the ability to effectively serve students, contribute as a team member and work with others in the student life cycle.

### Major/Essential Functions:

- Serves as the Primary VA School Certifying Official (SCO) for the College (Houston).
- Promotes and encourages compliance with the laws, regulations, guidelines, directives, and standards that apply to VA programs and operations and take the appropriate corrective action when non-compliance is identified.
- Completes and maintains required annual veteran's SCO training and keeps The College informed of necessary compliance requirements.
- Performs internal audits and assessments of VA student files, and procedures including monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures. Recommends necessary changes for improvement.
- Reviews the business processes and compares with the SIS system to determine functionality gaps and works with IT and personnel to identify appropriate changes in the business processes and/or required software modifications.
- Assists with providing best practices to strengthen the overall financial awarding process and to meet enrollment goals.
- Establishes strong working relationships with key campus partners including admission, student accounts, and registrar and advancement colleagues.
- Ensures financial aid compliance with internal and external guidelines.
- Manages the financial aid application and packaging process to ensure the timely delivery of financial aid funds to prospective and current students for Houston students primarily.
- Ensures security, confidentiality, and safety of financial aid records, promissory notes, etc.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

### Duties/Responsibilities:

- Processes and certifies enrollment of students using VA education benefits in the VA enrollment management system.
- Enters VA payments in the student information system (SIS) and provides posting form to Student Accounts to post to the student's ledger.

- Provides courteous, accurate, and timely dissemination of information to students using veteran education benefits.
- Completes Return to Title IV (R2T4) calculations to ensure compliance with federal regulations.
- Interprets and implements federal, state and institutional regulations as they relate to packaging, budgets and disbursements of funds.
- Follows all the institution's financial aid policies, office procedures and funding programs.
- Assists in monitoring college work-study expenditures, students' satisfactory academic progress, federal and state grant expenditures, etc.
- Completes relevant federal, state, athletic and institutional reports in a timely and accurate manner.
- Prepares and completes required reports and applications for federal and state funds and grants.
- Interprets and implements federal laws and regulations; College policies and regulations; and state regulations as they relate to packaging, budgets and disbursements of funds.
- Keeps abreast of federal and state regulatory changes.
- Reviews, on a weekly basis, financial aid reports to insure accurate awarding to students and careful use of federal and institutional dollars.
- Performs related duties as assigned.

## **Qualifications**

### Minimum Requirements:

- Bachelor's degree from an accredited institution of higher education and at least 3 years in higher education Financial Aid function (two or more college or universities preferred) including the packaging of hundreds of students.
- Experience with and knowledge of automated student information systems; excellent interpersonal communication and organizational skills.
- Is a committed Christian and in good standing with a local church.
- Agrees with the core doctrinal position (items 1-8) of the college.

### Preferred Qualifications:

- Bilingual in English and Spanish (speak, read and write).

## **Equipment/Skills/Knowledge needed to perform job**

- Understanding of federal, state, institutional and private sources of financial aid.
- Knowledge of federal regulations and Title IV programs.
- Ability to communicate effectively with students, prospective students, Benedict faculty and staff, and local community members.
- Software: Anthology, Populi, Jenzabar
- Thorough knowledge of and expert user of Financial Aid module, including user interface, data models, workflows, configurations.
- Solid grasp of interactions between the Financial Aid and Student modules to the Finance module (e.g., table mappings, process dependencies)
- Knowledge of COD, CPS. Beneficial: SQL, ARGOS Financial Aid:
- Practical knowledge of how the calendar due dates and requirements interact, how exceptions are handled, and processing quirks.
- Ability to sequence the work through the calendar year to maximize aid to students while minimizing delays.

- Process owner: can own processes that include work done in other departments.
- Ability to apply judgment and work both independently and in a team.
- Ability to effectively supervise small teams. People management skills are a plus.
- Technology savvy and proficient in the use of Microsoft Word, Excel, PowerPoint, Internet and email.
- Ability to effectively create written communication that is clear and in language understood by students & parents

### **Mobility/Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact, phone and video chat.
- Employee may be required to lift and/or move up to 10 pounds.

### **Working Conditions/Environment**

- Typical office environment
- Must be available for occasional nights or weekends for financial aid-related activities.
- Flexible work hours (hybrid model)

### **Security Sensitive: Yes**

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate based on race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.