

KALAMAZOO VALLEY COMMUNITY COLLEGE
JOB DESCRIPTION

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TITLE: FINANCIAL AID ADVISOR

BASIC FUNCTION AND RESPONSIBILITY: A primary responsibility of all persons assigned to this job title is to support the instructional mission of the institution and to promote positive student and customer relations. Determine student eligibility and package financial aid; and, provide counseling and advice regarding financial aid.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES: The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, knowledge, skills, abilities noted herein, however, this list represents **EXAMPLES ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions found in this job classification.

Utilize counseling skills to support the needs of students and parents. Utilize decision making skills to package financial aid awards, determine the application process and determine eligibility status according to institutional, Federal, State and local policies and guidelines. Review income and other source documents to verify eligibility status of applicants. Develop and conduct financial aid information workshops for students and parents. Coordinate the Carl D. Perkins Special Populations program which includes grant writing, processing, awarding and reporting. Serve as a liaison within the community on financial aid issues.

REPORTS TO: ASSOCIATE DIRECTOR FINANCIAL AID

SUPERVISION EXERCISED: NONE

SKILLS AND KNOWLEDGE: Knowledge of student financial aid rules, regulations, programs and procedures.
Knowledge of counseling techniques.
Skill in interviewing.
Skill in collecting, analyzing, compiling and recording data.
Skill in making oral and written presentations.
Skill in working with a variety of customers.

ENTRY QUALIFICATIONS A Bachelor degree in appropriate field and experience equivalent to one year in student services related work.