

NEW ENGLAND INSTITUTE OF TECHNOLOGY

JOB TITLE: Senior Financial Aid Officer

ACCOUNTABILITY: Reports to Financial Aid Director

SCOPE OF RESPONSIBILITIES: The Senior Financial Aid Officer works with the Assistant Director and Director of Financial Aid on office processes and functions. Serves as manager on duty in the absence of Director and Assistant Director.

ESSENTIAL JOB FUNCTIONS

- Must be able to counsel students and their families concerning the application process for financial aid.
- Assists with resolving Federal Direct Loan processing issues including BBAY errors.
- Processes withdrawals for new and returning students; this includes admitted students who do not attend NEIT.
- Certifies alternative loans.
- Coordinates with Direct Loan Coordinator to resolve Direct Loan reject cods, error codes and refund issues
- Contacts Ellucian (Banner system) to resolve issues with software.
- Works with Admissions on awarding international student population.
- Responsible for managing continuing student awarding,
- Trains Financial Aid Officers staff.
- Performs Pell grant originations, disbursements and monthly reconciliation.
- Must be able to package students in accordance with federal and institutional guidelines.
- Assists with other specialized tasks, projects and duties as assigned.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills, and abilities to be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Attention to detail, with excellent organizational skills.
- Excellent interpersonal skills and ability to work as part of a team.
- Ability to take direction and perform tasks with minimal supervision.

- English-language speaking skills sufficient to communicate by phone and in person to internal and external customers.
- English-language reading skills sufficient to read information on documents and files.
- Must be willing and able to work some evenings and weekends.

QUALIFICATION STANDARDS

EDUCATION: Bachelor's degree required.

EXPERIENCE: A minimum of 3 years prior Financial Aid experience required.

OTHER EXPERIENCE: Experience with Financial Aid component of Ellucian Banner strongly preferred.

Interested candidates should submit a cover letter and resume to Jenny Aguiar, Director of Financial Aid, jenaguiar@neit.edu