



## **JOB DESCRIPTION:**

### **Student Services – Financial Aid Specialist**

**Position Summary:** Responsibilities may include but are not limited to coordinating, awarding, disbursing, and returning of federal, state, and institutional financial aid programs.

**Accountability:** This position reports to the Director of Student Services then to the Executive Vice President.

**Qualifications:** Bachelor's Degree preferred; must be an active member of a Church of Christ congregation.

#### **Essential Functions:**

- Provide information to students about the requirements and procedures of financial aid programs
- Review financial aid forms, applications, and documents before processing to determine financial need and eligibility for awards
- Maintain a current knowledge of and comply with federal, state, and institutional regulations related to financial aid
- Among other duties, administer the William D. Ford Direct Loan program, Student Work Study program, WV State Grant and PROMISE Scholarship programs
- Work closely with the Admissions Office, Registrar's Office, Business Office, and other personnel (as needed)
- Respond to all emails, phone calls, and voicemails while providing excellent customer service
- Cross train with other Student Services Staff

#### **Authority:**

- This person will work closely with the Director Student Services and CFO to stay within budget while awarding scholarships/discounts to students.



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### **Knowledge/Skills/Abilities:**

- Familiarity with and knowledge of Ohio Valley University and its procedures and be able to effectively communicate that information to prospective students and families
- A strong identification with and support of Ohio Valley University's goals and mission
- Good team player
- Ability to work independently with little to no supervision; must be self-motivated and a self-starter
- Ability to learn quickly and follow federal, state, and institutional rules and regulations
- Strong computer skills with knowledge of Microsoft Office. Must learn to operate PowerFAIDS and PowerCAMPUS (OVU's financial aid management system and student management system)

### **Education and Training:**

- A four year degree is preferred
- Attend financial aid conferences and trainings as available

### **Work Conditions:**

- Scheduled office hours of up to 40 hours per week are required

*Please note that Ohio Valley University is affiliated with churches of Christ, and, as allowed under federal law, demonstrates a strong preference for candidates with the same church affiliation and upholds the foundational tenets of its religious heritage in hiring practices.*