



Financial Aid Administrator, California Northstate University, Elk Grove, California, USA

POSITION TITLE: Financial Aid Administrator

REPORTS TO: Financial Aid Director

WORK SCHEDULE: Monday – Friday,
Normal Business Hours
full time, Non-Exempt,
\$25.00 - \$35.00 per
hour

CLOSING DATE: Open until filled.

The Financial Aid Administrator is responsible for managing and coordinating financial assistance programs for students seeking educational funding. This role involves evaluating financial aid applications, determining eligibility for various grants and scholarships, and disbursing funds accordingly. Financial Aid Administrators provide guidance and support to students and stay up to date with relevant regulations and policies.

Essential Functions:

- Provides financial aid counseling and guide students and parents through financial aid processes to meet their needs.
- Resolve student and parent inquiries relating to financial aid and loan processes.
- Certify private educational loan in a timely manner.
- Email notification to students regarding financial aid (loan certification and loan disbursement date, delinquent status, TuitionEase payment set up, loan change status, enrollment status, pending documents from lenders, and incomplete financial aid documents).
- Perform standard financial aid duties such as needs analysis, verification, and loan processing.
- Process withdrawal and LOA

- Run weekly reports such as pending disbursement, delinquent, school fund, certification, CAMS report, etc.
- Work closely with all Colleges Admissions, staff, and faculty
- Participate in audit and accreditation.
- Update financial aid forms per academic year for all programs.
- Update financial aid calendar on P drive.
- Participate in financial aid workshops such as interview day, orientation, entrance and exit loan counseling, Financial Literacy, and upcoming academic year update.
- Receive and analyze financial aid documents and scan in CAMS.
- Process withdrawal and LOA paperwork.
- Create a budget and award financial aid in CAMS to eligible recipients.
- Set up TuitionEase payment.
- Conduct financial aid presentations during orientation week.
- Send quarterly Financial Literacy to all continuing students.
- Participate in Financial Literacy Month-email all continuing students with Financial Literacy each week for the whole month of April.
- Receive and analyze financial aid documents and scan in CAMS.
- Maintain new and continuing students financial aid file and spreadsheets.
- Assist Business Office with financial aid related tasks.
- Assist with running financial aid reports such as pending disbursement, delinquent, and school fund report.
- Assist with disbursement reconciliation.
- Assist in updating financial aid forms, as needed.
- Participate in projects related to financial aid.
- Attend training workshops and conferences to learn and stay current on financial aid regulations.
- May work some Saturdays (open house events) as needed/required.
- Other duties as assigned.

Qualifications:

- A bachelor's degree or equivalent required, and minimum three years' experience in administrative support preferred with a high degree of supervisory skill.
- Experience in higher education preferred.
- Excellent written and oral communication skills
- Ability to maintain confidentiality.
- Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail.
- Excellent interpersonal skills and the ability to successfully interact with faculty, staff, and students at California Northstate University.
- Ability to problem-solve with strong decision-making capability.
- Demonstrated ability to work effectively in teams as well as independently.
- Proven ability to handle confidential information with discretion.

- Demonstrated ability to achieve high performance goals and meet deadlines.
- Adaptable to the various competing demands
- Actively seeks opportunities and proposes solutions, forward thinker.
- Proficient in Microsoft Office Suite
- Experience working with student information management systems. Previous work experience in higher education.
- Must be able to work in a multi-tasked high-volume environment. Accuracy and attention to detail.
- Commitment to professional integrity, including knowledge of and commitment to upholding federal confidentiality guidelines regarding confidentiality of student academic information.

Physical Demands: Work at a computer for extended periods of time.

Work hours: Monday - Friday, (40 hours work week) with varied lunch hours.

Job Type: Full-time

Rate: \$25.00 - \$35.00 per hour

Schedule:

- 8-hour shift
- Monday to Friday

Ability to commute/relocate:

- Elk Grove, CA 95757: Reliably commute or planning to relocate before starting work (Preferred)

Education:

- Bachelors (Required)

Experience:

- Microsoft Office Suite: 3 years (Preferred)
- Customer service: 3 years (Preferred)

Work Location: Elk Grove, CA

Applications will be reviewed upon receipt. For full consideration, candidates should provide a resume with at least three references. All candidates are asked to provide a cover letter,

articulating how their knowledge, experience, and beliefs have prepared them to function in support of the University's vision and mission statements.

Please submit your cover letter, resume, list of references, and any additional information. A review of applicants will begin immediately and will continue until the position is filled. California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.