JOB DESCRIPTION

Financial Aid Advisor

**Definition of Class**
This is an administrative position in which the incumbent assists students and parents in finding and implementing funding sources to finance the student’s education, informs students/parents or their options, and advises as to which options are most suitable for their circumstances and needs. Incumbent exercises discretion and independent judgment with respect to developing educational financing plans for students and parents; insures regulatory compliance; interprets complex federal requirements; and exercises professional judgment with respect to individual special circumstances and conditions. The incumbent reports to a Senior Financial Aid Advisor.

**Examples of Work Performed**
Communicates pertinent information and instructions to students and parents regarding the application for, the delivery of, and the responsibilities accompanying loans, grants, college work/study and scholarship programs.

Manages the administrative responsibilities of an assigned functional area (e.g., coordinates the Federal Work-Study program, approves cash advance/book voucher requests, handles consortium contracts with other schools, oversees the special awarding requirements for study abroad and correspondence course students).

Counsels and advises students, prospective students and parents regarding financing options and determines which financial products best meet the students’ needs and financial circumstances by analyzing the advantages and disadvantages of different financial options.

Cooperates with the various financial aid program administrators within the financial aid department in order to facilitate delivery of aid to students and administration of the various aid programs.

Exercises professional judgment and makes decisions regarding students with special conditions as defined by federal guidelines.

Awards student aid based on independent assessment of student’s eligibility needs and interprets and modifies computer generated award packages as needed.

Cooperates with and assists students in their dealings with other departments that are associated with student financial aid e.g. Bursar's office, accounting office, admissions, and academic departments and assists in recruiting and orientation activities as needed.

Maintains a working knowledge of pertinent federal regulations and participates in opportunities to update and enhance such knowledge.

Offers appropriate financial counseling, advises students about academic progress requirements, advises students on requirements for completing the financial aid application process, and directs students to academic, peer and other counseling as needed.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Determines which financial products best meet the students’ needs and financial circumstances by analyzing the advantages and disadvantages of different financial options.
2. Exercises professional judgment and makes decisions regarding students with special conditions as defined by federal guidelines.

3. Communicates with students and parents on all aspects of financial aid opportunities, issues and procedures.

4. Awards aid based on student’s eligibility and needs.

5. Interprets and modifies financial aid packages consisting of private, institutional, state and federal funds.

6. Counsels students on matters concerning maintenance of academic eligibility for student aid.

7. Maintains interface with other university departments, outside agencies, and professional organizations.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is occasionally required to walk; and use hands to finger, handle or feel objects, tools or controls.

**Experience/Educational Requirements:**

- **Education:** Bachelor's degree from an accredited college or university.

AND

- **Experience:** One (1) year of experience related to the above described duties.

- **Substitution Statement:**

  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.