JOB DESCRIPTION

Senior Financial Aid Advisor

Definition of Class
This is a supervisory position in which the incumbent manages Financial Aid Advisors as they assist students and parents in finding and implementing funding sources to finance the students’ education, informs students/parents of their options, and advises as to which options are most suitable for their circumstances and needs. The incumbent determines student eligibility, awards funds, counsels students and parents, provides leadership and training to subordinate personnel, manages assessment and survey statistics, and audits programs for compliance with federal, state, and institutional regulations. The incumbent frequently makes decision by exercising discretion and independent judgment and reports to an Assistant Director, Associate Director, or the Director.

Examples of Work Performed
Supervises the work of assigned staff, analyses problems, resolves problems, and provides feedback to staff on problem resolution.

Implements new employee orientation program and conducts in-service training. Evaluates effectiveness of programs, and prepares statistical surveys.

Coordinates representation at public recruiting events. Serves as spokesperson for assigned programs. Liaisons with other University departments and external agencies as it relates to financial aid.

Maintains the Policies and Procedures Manual for the assigned area. Oversees and manages the application tracking and verification process.

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.

Monitors student traffic and recommends procedures to ensure efficiency.

Establishes and monitors procedures for professional judgment requests.

Stays abreast of federal regulations and informs subordinate staff of changes. Audits regulatory compliance as defined by the Department of Education.

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. Manages and participates in advising functions.
2. Oversees the daily functions as it relates to applicant tracking and verification processes.
3. Supervises, trains, and coordinates the activities of assigned staff.
4. Maintains interface with other university departments and external agencies.
5. Coordinates scheduling for recruiting, orientation, and outreach programs.

6. Determines which financial products best meet the students’ needs and financial circumstances by analyzing the advantages and disadvantages of different financial options.

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

**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 25 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 and talk and hear. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or bend; and reach with hands and arms.

**Experience/Educational Requirements:**

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

**Experience:** Three (3) years 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 an agency 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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