

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY OHIO 44875**

**JOB DESCRIPTION
FOR
FINANCIAL AID COORDINATOR, ADULT EDUCATION**

RESPONSIBLE TO: Assistant Director, Adult Education

GENERAL DUTIES:

1. Perform functions of the Adult Education department to established procedures and direction
2. Work harmoniously with co-workers, school department personnel, student and public
3. Maintain professional appearance and work behaviors at all times
4. Answer telephone according to established procedures

SPECIFIC DUTIES:

1. Keeps informed about financial aid resources, grant terms/conditions, application procedures, and required paperwork including knowledge of: FAFSA filing, eligibility requirements, packaging and regulations. Publicizes financial aid information (e.g., message boards, displays, etc.)
2. Has a working knowledge of the U.S. Department of Education Title IV Financial Aid software, processing and disbursing of aid, and regulations. Maintains continuous updating as procedures/policies change
3. Attends ongoing trainings
4. Works with VA representatives to ensure appropriate reporting of VA financial aid
5. Maintains in a timely manner all state & federal reports including (but not limited to): Monthly Direct Loan Reconciliation, NSLDS Enrollment Updates, IPEDS and ECAR
6. Advises students concerning TAA/WIA benefits through Ohio Means Jobs and cultivates relationships with local Ohio Means Jobs' offices
7. Follows office protocols. Monitors record keeping procedures to ensure a consistent standard for the accurate and timely collection, verification, recording, and retention of program data

8. Responds to requests for information. Helps applicant complete required forms. Verifies information required by federal student aid regulations. Determines eligibility and level of financial assistance available. Answers applicant questions about financial aid awards
9. Processes paperwork and invoices necessary for the receipt of funding allocations
10. Prepare correspondence and reports for departmental purposes
11. Transfer all paper information into electronic format and place on network drive
12. Prepares and reviews financial aid contracts with applicants
13. Monitors student program participation to verify continued eligibility for aid distributions
14. Display initiative, enthusiasm and other essential personal characteristics to effectively operate an adult vocational program
15. Follow department procedures
16. Accept responsibility for high quality standards of products produced and tasks performed
17. Actively promote positive public relations for Pioneer CTC's adult programs
18. Communicate effectively with department administrative personnel
19. Assists with special projects/program activities as directed
20. Perform other duties as assigned by the Superintendent and/or his/her designee