

FINANCIAL AID ANALYST-MONROE COMMUNITY COLLEGE

Code No. 3-01-094
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, located in the Financial Aid Office of Monroe Community College (MCC), is the designated Certifying Officer for New York State Grant and Scholarship programs that award tuition money for students. Duties include, per signed agreement, ensuring that all state sponsored financial aid programs are administered in accordance with the statutes and regulations governing them. Failure to comply with the terms of the agreement may lead to the termination of the college's eligibility for the programs. The employee reports directly to, and works under the general supervision of the Director of Financial Aid with wide leeway allowed for utilizing independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Interprets all regulations relating to New York State (NYS) financial aid and scholarship programs;

Ensures all regulations are followed by checking and monitoring the pursuit of program and academic progress, credits earned, repeat coursework eligibility to determine which courses are ineligible to repeat, grade point averages received (includes manually recalculating averages due to program changes), proper placement of transfer students, the measurement of students overall academic progress, applicability of courses to degree program, course load in relation to credit bearing and remedial hours, attendance prior to disbursement, and number and type of state awards;

Updates software system annually that allows the college to interface with New York State (NYS) offices and ensures the system is accurate and adequately monitored;

Trains and monitors the activities of office staff directly involved in financial aid activities;

Ensures certification activities are conducted in a timely manner in order to facilitate delivery of awards to students as well as the return of overpayments to the NYS Higher Education Services Corporation;

Attests to the accuracy of information submitted to NYS on student eligibility or ineligibility for awards;

Develops and writes annual report in accordance with the college's strategic goals;

Develops, coordinates and manages office budget and expenditures within the college's framework;

Provides policy guidance to office staff regarding NYS regulations and updates, to ensure compliance;

Acts as point of contact, triages internal and external problems, and determines follow-up and resolutions;

Coordinates hiring process of clerical, seasonal, and student employee staff;

Plans and organizes daily schedules of the office staff;

Communicates award eligibility and application process of federal and state aid to students, parents and staff;

Creates financial aid sections for college's web pages, college catalog and student handbook.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the regulations of the Commissioner of Education for New York State as they pertain to higher education requirements for NYS financial aid awards; good knowledge of office terminology, practices, and methods; working knowledge of software and computer capacity; ability to independently interpret state and federal regulations pertaining to financial aid and other related scholarship programs; ability to compile data, make budget estimates, and develop and monitor an office budget; ability to update and monitor related software; ability to independently analyze student eligibility for financial awards; ability to communicate orally and in writing; ability to develop narrative and tabular reports; ability to make

mathematical calculations; ability to review the work of others; ability to review, evaluate and recommend revisions in work methods and procedures; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years of paid full-time or its part-time equivalent experience in a financial aid office responsible for interpreting regulations pertaining to financial awards for college students and making determinations regarding student eligibility; OR,
- B. Five (5) years of paid full-time or its part-time experience as described in (A) above; OR,
- C. An equivalent combination of education and experience as defined by the limits of A and B above.

ADOPTED: February 7, 2013