

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Financial Aid Officer

JOB CODE: 1541(AO/CO)

DEPARTMENT: Vocational/Technical Centers

DATE: 08/14/00

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OCCUPATIONAL SUMMARY:

The Financial Aid Officer is located in each area technical center and at a specialized center where certificate career education programs are offered. The centers housing the officer hold accreditation through an agency approved by the U.S. Department of Education. The officer provides assistance to students seeking financial aid by determining eligibility and calculating financial awards.

EXAMPLE OF DUTIES

1. Prepares and submits the Program Participation Agreement (PPA) to allow centers to participate in federal financial-aid programs.
2. Disseminates financial-aid application packets to students.
3. Prepares and submits the annual Fiscal Operations Report and Application to Participate (FISAP), detailing the preceding year's fiscal data as well as request for funds for the next academic year.
4. Submits the Institutional Payment Summary (ITS), detailing federal Pell payments to students as they occur each trimester.
5. Requests electronic copy of the Students Status Confirmation Report (SSCR) every 60 days, to determine students' eligibility for deferment of loan payments.
6. Collects and reviews student applications for completeness and follows up with associated agencies (e.g., Immigration and Naturalization Services) if necessary.
7. Determines initial eligibility of students for financial aid and, as appropriate, issues a deferment for payment of tuition.
8. Confirms class enrollment of students receiving financial aid and monitors their academic progress and class attendance on a monthly basis.

9. Determines award amounts for federal financial-aid programs and prepares a Disbursement Authorization for submission to the business manager.
10. Performs other related work as assigned.

PHYSICAL REQUIREMENTS

The work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The work is performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's Degree or higher from an accredited college or university preferred.
2. Professional experience in the area of financial aid required.
3. Requires academic or vocational-degreed certification in related field.
4. Ability to communicate effectively in both oral and written forms.
5. Computer experience with database and on line communication systems.