

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Financial Aid Specialist-Processor	FLSA status:	Non-Exempt
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DEPARTMENT:	Financial Aid	REPORTS TO:	Director of Financial Aid
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Position summary: Under direct supervision, this position manages the student loan program and assists the Financial Aid Office in day-to-day operations.

Position responsibilities:

- Performs federal verification for financial aid applicants.
- Transmits data to the U.S. Department of Education via EDEConnect and EDEExpress
- Performs the loan process in POISE
- Reconciles loan records and works with the Controller and Accountant on reconciling funds drawn from Department of Education.
- Oversees all billing outside scholarships
- Remains current on program regulations, policies, and procedures.
- Assists with the preparation of financial aid document tracking letters.
- Assists with the preparation of financial aid award letters.
- Assists with financial aid seminars/workshops for area high schools.
- Assist with the FACTS payment plan
- Scans student files into Docubase imaging system.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- Associate's Degree required with 3 to 5 years experience directly related to the duties and responsibilities specified. Experience in a financial aid office preferred. Must have strong computer skills and knowledge of software programs.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Knowledge of and experience with basic office equipment.
- Ability to organize, set priorities and maintain records.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.