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**SCHOOL DISTRICT OF BRADFORD COUNTY**  
**Financial Aid Coordinator**  
**Job Description**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Office/secretarial experience.
- (3) Computer operation experience.
- (4) Or other certificates/licenses required by the District

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of federal, state, and district rules, regulations and policies as they relate to job functions, including Veteran's benefits. Knowledge of School Board policies and practices as they relate to job function. Knowledge of office practices and procedures. Knowledge of district accounting and financial aid practices. Skill in reading, interpreting and applying information in technical manuals and other documents. Skill in the use of business mathematics. Skill in handling constituents problems and concerns with sensitivity and tact. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate effectively both orally and in writing. Ability to analyze, interpret and use data in decision making. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to prepare and maintain accurate financial records and reports. Ability to operate a computer and utilize software applications, word processing, databases and spreadsheets. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others. Ability to work effectively to furnish needed information to administrators, other departments, governmental agencies, and parents.

**REPORTS TO:**

Director

**JOB GOAL**

To assist qualified students in obtaining financial assistance for continuing their education.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \*(1) Assist students in applying for Financial Aid.
- \*(2) Counsel students in the Financial Aid process.
- \*(3) Develop and write Institutional Financial Aid Policies and Procedures Manual.
- \*(4) Develop and write Student Financial Aid Handbook.
- \*(5) Maintain current knowledge of state and federal financial aid regulations and Veteran's Affairs regulations.
- \*(6) Maintain auditable records of students receiving State and Federal Financial Aid.
- \*(7) Maintain auditable records of students receiving Veteran's benefits.

**Employee Qualities/Responsibilities**

- \*(8) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(9) Follow attendance, punctuality and proper dress rules.
- \*(10) Ensure adherence to good safety standards.
- \*(11) Maintain confidentiality regarding school/workplace matters.
- \*(12) Model and maintain high ethical standards.
- \*(13) Demonstrate initiative in the performance of assigned responsibilities.

- \*(14) Maintain expertise in assigned area to fulfill project goals and objectives.
- \*(15) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

**Inter/Intra-Agency Communication and Delivery**

- \*(16) Communicate effectively with students, parents, staff and administrators.
- \*(17) Keep supervisor informed of potential problems or unusual events.
- \*(18) Respond to inquiries and concerns in a timely manner.
- \*(19) Serve on school/District committees as required or appropriate.

**System Support**

- \*(20) Exhibit interpersonal skills to work as an effective team member.
- \*(21) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(22) Demonstrate support for the School District and its goals and priorities.
- \*(23) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(24) Prepare all required reports and maintain all appropriate records.
- \*(25) Participate in cross-training activities required.
- \*(26) Perform other tasks consistent with the goals and objectives of this position.
- \*(27) Shall assume additional responsibilities as assigned by the Director.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities