

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Financial Aid Coordinator**

**I. JOB INFORMATION**

**Job Title:** Financial Aid Coordinator (CS 05)

**Job Class:** 61115

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction and in accordance with federal regulations and university policy, performs duties and task associated with the administration and coordination of numerous loans, scholarships, and grants for students. Determines financial aid eligibility. Counsels students on financial aid and debt management issues.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Processes loans, scholarships and deferment certifications (i.e., verifies notes, makes adjustments, submits forms, records awards, maintains records, interprets loan information).
- Composes correspondence to students, parents, lenders/services and/or government agencies. (i.e. analysis of data and policy interpretation).
- Maintains complete and accurate financial records, verifies information, reconciles Financial Accounting System, and prepares reports.
- Audits awards, tracks non-residents, prepares and sends notifications, processes pre-payments, budget increases and Short-Term Loan requests.
- Revises budgets, updates changes to enrollment status, processes employment authorization packets, and counsels and prepares exit interviews.
- Provides information regarding federal regulations, university policies and updates changes.
- Makes presentations to student organizations, financial groups, various committees regarding federal regulations and university policies changes.
- May direct/supervise work for student assistant.
- Handles sensitive financial information to ensure financial data is reported, calculated and disseminated accurately.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED and four years of (FT) related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year of (FT) related work experience. Excellent verbal/communication skills. Budget management experience. Ability to calculate whole numbers, decimals, fractions and percentages. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

61100

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*