

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

**I. JOB INFORMATION**

**Job Title: Financial Aid Representative (CS04)**

**Job Class: 61123**

**FLSA Status: Non-Exempt**

**II. JOB SUMMARY**

Under general direction provides functional support to students, parents, the University community, and the public regarding federal, state and institutional financial aid and scholarship opportunities available to Wright State University students.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Communicates vital information regarding financial aid processing operations and integration of aid programs.
- Analyze student eligibility for financial aid; review and approve student loans. Input information into financial aid student systems.
- Review, monitor, and adjust student aid awards as necessary.
- Provides direction to students to navigate on-line financial aid applications.
- Advises current and future students regarding financial aid opportunities and procedures; responds to inquiries from students and parents; interprets and explains government and other regulatory requirements relative to financial aid.
- Keeps abreast of developments in the field of student financial aid.
- Coordinates, maintains, and updates daily customer service schedules.
- Calculate and award financial aid. Performs verification of financial aid applicant data utilizing federal guidelines.
- Schedules appointments.

*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 three years of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field and six months of (FT) related work experience. Strong interpersonal, communication and organizational skills. Financial accounting system experience. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Ability to maintain accurate records.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

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

**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.*