

Wright State University
CLASSIFIED JOB SPECIFICATION
Senior Financial Aid Coordinator

I. JOB INFORMATION

Job Title: Senior Financial Aid Coordinator (CS 17)

Job Class: 61126 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general supervision and in accordance with established policies and procedures, completes pre- and post-award processes to ensure equitable access to education by evaluating financial need, determining eligibility, and facilitating the timely distribution of funds in accordance with institutional, state, and federal regulations. This position plays a critical role in the accurate assessment, processing, and administration of financial aid. The Senior Financial Aid Coordinator provides advanced program oversight for state and federal aid programs, reconciles and monitors funding at the institutional level, and serves as a subject matter expert for complex or escalated student cases. This role requires a higher level of independent judgment, specialized regulatory expertise, and accountability for institutional reporting and program integrity.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Administers loan programs, certifying, originating, and adjusting loan offers in compliance with applicable rules and regulations.
- Oversees the reconciliation and monitoring of loan program funding, escalating discrepancies for resolution and ensuring accurate reporting.
- Processes and analyzes FAFSA applications, ensuring data integrity, compliance with federal regulations, and resolving any conflicting information.
- Resolves complex student aid eligibility issues, including reviewing ISIR comments and post-screen codes, and advising students on loan limits and other regulatory matters.
- Provides program oversight for state and federal aid programs, ensuring compliance with state grant regulations and monitoring program expenditures.
- Prepares and submits state grant reports, including the drawdown of funds and the year-end closeout process, following federal, state, and institutional policies.
- Acts as the primary resource for responding to state agency or auditor inquiries regarding program administration, providing documentation and technical explanations as needed.
- Assists with internal quality assurance by reviewing Coordinator-level processing for accuracy and recommending improvements to ensure compliance.
- Provides advanced support for escalated student cases, resolving complex issues related to financial aid and offering expert guidance.

- Provides training and guidance to Coordinators and support staff on regulatory updates, procedural changes, and handling complex cases.
- Contributes to preparing documentation and responses for internal and external audits and compliance reviews.
- Maintains up-to-date knowledge of federal, state, and institutional regulations to ensure accurate application in all financial aid processes.

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 five years (FT) of related work experience OR, two years of post-secondary education and three years of (FT) related work experience OR, a bachelor's degree in a related field and one year (FT) of 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.