



		ISSUED: 1/4/2022
TITLE: Lead Fin Aid Compliance Spec		CLASS CODE: PE393
UNION: P&A, Local 1979, U.A.W.	SALARY GRADE: 12	EEO CODE: 30
JOB GROUPING:	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

Oversees and performs varied and complex federal and state financial aid compliance activities in support of the Office of Student Financial Aid to ensure University compliance responsibilities are met. Applies in-depth knowledge of financial aid compliance to serve in a lead role and provide functional supervision. Develops and delivers training to ensure that employees understand the proper methods to maintain compliance with regulations for packaging, funds management, return of Title IV funds (R2T4), audits, and other federal and state requirements. Reports to manager.

ESSENTIAL FUNCTIONS

(Essential functions are the primary duties/major job responsibilities that an employee must be able to perform, with or without reasonable accommodation, listed in order of importance.)

The functions within the job family will vary by specific assignment but will include the following:

	% Time
Oversees and performs federal student financial aid calculations in compliance with federal regulations, and Office of Student Financial Aid policy. Serves in a lead capacity to ensure funds are applied, removed and returned to federal, state or university programs as required to comply with regulations.	40%
Monitors student data in Banner and identifies students who require financial aid adjustments in compliance with state and federal regulations and Office of Student Financial Aid policy. Recommends updates to reports to ensure regulatory compliance.	20%
Provides functional supervision to staff. Assigns, reviews and corrects work. Monitors work flow. Develops and delivers training in appropriate methods and procedures to impart proper job knowledge and ensure that appropriate procedures are followed. Recommends updates to processes and procedures to ensure compliance with changing regulations.	15%
Collaborates daily with university technical and operational staff to ensure the Office of Student Financial Aid systems and processes interface effectively with other areas of the university to maintain compliance with regulations and policies.	5%
Develops and distributes student communications in compliance with state and federal student aid regulations. Contacts students as necessary to comply with financial aid disbursement regulations.	5%
Participates in audits and investigates questions in annual audits (federal, state and institutional). Assists in the development of annual audit responses and implementation of corrective action plans as needed. Monitors federal and state regulations related to student financial aid and works with management to ensure the university remains in compliance with new regulations.	5%

Develops and maintains documentation of policies and procedures related to student financial aid.	5%
Perform other related duties as assigned.	5%

MINIMUM QUALIFICATIONS

Education Bachelor's degree

Requires a Bachelor’s degree in Business, Public Administration or a related field. Candidates with an equivalent combination of education and experience may be considered.

Experience Specialist (minimum 5 years of job-related experience)

Requires 5 or more years of Student Financial Aid related experience including hands-on experience with packaging, aid adjustments, verification, and other federal student financial aid processing. Prior lead and/or supervisory experience, a plus. Must meet eligibility requirements for access to Federal Student Aid systems.

Knowledge, Skills and Abilities

- Knowledge of and experience with Federal Title IV regulations.
- Ability to establish and meet deadlines, work under pressure, and function independently.
- Knowledge of and experience with Banner or similar higher education student system.
- Experience with verifying and auditing data.
- Ability to communicate effectively with others, orally and in writing.
- Strong analytical and problem-solving skills.
- Demonstrated organizational skills and strong attention to detail.

Working Conditions

Normal office environment.