District Financial Aid Coordinator

This position reports to the deputy superintendent and is assigned the responsibility to coordinate all financial aid activities for all students enrolled at a KTC campus insuring that receipts and disbursements are properly accounted for and that KTC is in compliance with all state/federal regulations. The District Financial Aid Coordinator will strive to be an active participant in educational and professional growth for the welfare of the school system and to be public, civic, and professionally affiliated.

DUTIES & RESPONSIBILITIES:
Duties & responsibilities are not all inclusive but may include the following:

- Prepare, submit and/or facilitate detailed reports through the authorizing entities, ie., Fiscal Operations Report, Fiscal Application, Pell Statement of Accounts, Pell Year End Report.
- Prepare and submit request to the authorizing entities, ie., Pell Grant awards & disbursements, College Work Study awards, Supplemental Educational Opportunity Grant awards and payments.
- In cooperation with campus directors; plan, organize and facilitate the operational function of office staff designated to work with financial aid.
- Meet with and counsel student, parents and/or staff to explain and discuss the financial aid application and award processes, the laws and regulations governing the eligibility for and availability of federal, state, district and other relevant aid programs.
- Maintenance of student records for completeness and audit regulation compliance.
- Calculate the cost of payments, overpayments, refunds, collection of payments and prepare award letters.
- Compile and provide financial aid information to auditors.
- Notify funding agents of changes in student status, ie., withdrawal, reductions of hours enrolled.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Review and update, as necessary, policy and procedures, forms, letters and brochures associated with the financial aid program.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.

Incumbents in this position should possess the ability to effectively present information and respond to questions from district staff, business/civic leaders, and the general public. Knowledge of federal regulations, district policy and procedures, the ability to design and implements financial aid procedures which conform to federal regulations and the ability to work with constantly changing program regulations is required. Attend work regularly following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities.

Education and Experience: Minimum requirements consist of a Bachelor’s Degree, Master’s Degree preferred, in the area of education, administration or equivalent. Three (3) years experience administering a financial aid program in a educational environment is required.

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.

Revised/Adopted: 11/13/2008