

HOLY APOSTLES COLLEGE & SEMINARY, INC.

FINANCIAL AID ADMINISTRATOR

The Financial Aid Administrator will assess ISIRS at both the undergraduate and graduate levels, conduct needs analysis in compliance with Federal criteria to determine relative eligibility of each Financial Aid applicant. The Administrator will also oversee Federal verifications which are outsourced to a company that specializes in them, packaging of student aid, counsel students on their award packages, calculate withdrawals, and assess Satisfactory Academic Performance at the end of each semester, as required.

Principal Responsibilities:

- Utilize Federal and internal software to process Financial Aid,
- Determine eligibility for Title IV programs in accordance with all applicable laws,
- Produce and distribute Financial Aid award notifications and ensure that aid that has been awarded is appropriately disbursed and credited to the students' accounts,
- Provides advice and counseling to new and transfer students,
- Runs SAP Reports, issues Warning Letters and initiates Appeal process with the Academic Dean,
- Maintains and keeps current the School eligibility documents; PPA and ECAR.

Job Requirements:

- Demonstrated experience in Federal Student Aid directly related to counseling, eligibility determination, needs analysis, verification and packaging,
- Experience with online data systems,
- Knowledge of Federal Regulations and Policies pertaining to Title IV funding,
- Knowledge of VAONCE for VA students and processing TA for active military,
- Ability to work independently,
- Strong interpersonal and communication skills, both written and oral,
- Understanding and embracing the Mission of the Institution.