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| **T****ITLE:**  | Financial Aid Counselor – Verification Specialist |  | **FLSA** | N |

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| **C****OMPANY** | Indiana Institute of Technology |  | **DEPT:** | Financial Aid |

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| **REPORTS TO:**  | Assistant Director of Student Financial Services |

**General Summary**

This position will support the Financial Aid Department with verifications as well as monitoring and contacting students to prevent them from defaulting on federal loans.

**Principal Duties & Responsibilities**

* Responsible for collecting and reviewing data between FAFSA applications, IRS data, and various other sources in order to verify student aid eligibility and ensure continued compliance.
* Will be the primary interoffice contact for any verification questions making it a necessity to keep up to date on current rules and regulations.
* Will assist students entering loan repayment by counseling via phone and email.
* Will help coordinate outreach to students on a yearly basis in order to assist them in their transition to/from school.
* Proficiency in Excel needed in order to create, sort, and extrapolate data from reports.
* Will assist department in the packaging of student aid.
* Part of a team that reallocates aid based on student credit hours per session.
* Work with incoming and currently enrolled traditional and accelerated/online students
* Relay information by phone, email, and mail service
* Daily functions of the aid office as requested

**Measures of Accomplishment**

Determine when annual goals and objectives are set with supervisor.

**Qualifications**

* Bachelor’s Degree preferred
* Ability to work independently and maintain confidentiality
* Good interpersonal and communication skills
* Exemplary customer service skills
* Organization and time management skills
* Ability to multi-task and work in a team environment
* Strong written and verbal communication skills

**Experience**

* Minimum 1-2 years financial aid experience preferred
* Background in accounting or related field also preferred

**Working Conditions**

Work is normally performed in a typical interior/office work environment.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Application**

To find out more about this position or to apply, please click [here](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=75796&clientkey=9B7DD7DDF4B46DE388E0D590C86BBE1D).