Job Title: ASAP Financial Aid Specialist

Job ID: 19984

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

College of Staten Island is a vibrant, pluralistic learning community committed to the intellectual and personal growth of its students. ASAP was designed to help motivated students earn an Associate degree with a goal of graduating at least 50% of students within three years. ASAP emphasizes enriched academic, financial and personal supports including comprehensive and personalized advisement, career counseling, tutoring, tuition waivers, MTA Metro Cards and additional financial assistance to support textbook cost.

Reporting to the ASAP Program Director, and managed by the Financial Aid Director, the Financial Aid Specialist supports the financial aid process for all ASAP students.

Including the CUNY Title Overview, additional duties includes:
- Coordinates financial aid procedures and activities and provides financial aid information.
- Acts as primary contact for ASAP for financial aid processing.
- Validates Title IV aid eligibility (Pell Grant, Direct Loan etc.).
- Reviews and assesses financial aid documents and verification for all ASAP students in accordance with Federal, State, and Institutional regulations governing student financial aid.
- In consultation with Bursar’s office, determines TAP eligibility status, and reviews Title IV aid disbursements to ensure awards are fully disbursed.
- Provides in-person counseling to ASAP students and parents regarding the financial aid process, Return of Title IV (R2T4), the family’s specific situation, and various financial aid and financing options available.
- Reviews and reconciles student eligibility with student payroll data.
- Represents ASAP and the Office of Financial Aid at various on- and off-campus events, such as open house and new student orientation.
- Works with other offices, such as Bursar and Admissions, to assure staff understand and implement financial aid processes correctly.
- Assists with course confirmations, status verifications and statements of student accounts, as well as unofficial transcripts.
- Serves as a resource for ASAP staff and advisors on financial aid issues.
- Acts as liaison between academic and administrative offices.
- Assists with the resolution of student’s concerns.
- Coordinates, verifies, and resolves problems regarding the disbursement of scholarships and grants by verifying student eligibility, establishing pay cycles and reviewing payouts.
- Analyzes and reports on financial aid activities.
- Assists with special projects as requested by ASAP and Financial Aid.

QUALIFICATIONS

Bachelor's Degree and four years' related experience required.

Preferred qualifications include:
- Student academic advisement or financial aid counseling experience.
- Ability to multitask and work closely with students and families.
- Good understanding of the needs and challenges facing students from diverse urban backgrounds.
- Ability to foster collaborations between academic departments and student services.
- Demonstrated ability to use student and institutional data meaningfully to guide processes.

CUNY TITLE OVERVIEW
Administers and supervises financial aid programs and operations.

- Reviews contracts, disbursements, tuition and fees; validates student eligibility for various programs
- Administers, monitors and troubleshoots CUNY financial aid systems as well as Federal and NY State systems in order to ensure integrity of student databases and timely and accurate delivery of funds
- Assists CUNY staff, applicants, and students/families with advice on financial aid issues and eligibility
- May review and reconcile student payroll processing
- Represents the Financial Aid function at Admissions events; works with academic departments as well as Bursar, Registrar, Admissions and Computing offices to assure staff understand and implement financial aid processes correctly
- Assists in the development and evaluation of Admissions processes
- Prepares documentation, instructions, and materials in various media to support financial aid activities
- Performs related duties as assigned.

Job Title Name: Financial Aid Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

February 6, 2019

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.