Job Title: Financial Aid Specialist

Job ID: 21559

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island is one of the 11 senior colleges of the 25 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's, certificates, professional doctorate degrees, and PhD degrees through The CUNY Graduate Center. CSI's internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provides transformational learning experiences both inside and outside the classroom for the diverse student body. The 204 acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island’s economic renaissance on the north shore of the Island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner including for economic impact and job creation for the greater Staten Island area.

Reporting to the Director of Financial Aid, The Financial Aid Specialist is an aid processing Specialist in the Office of Student Financial Aid, including duties detailed in the CUNY Title Overview. The Financial Aid Specialist works as part of a team of professionals to deliver comprehensive financial aid information on grants, loans, work-study, and other related programs and services to current and prospective students, families, and college staff. Additional duties are as follows:

- Administers the Federal Work Study program, ensuring that the program complies with federal, state and institutional regulations.
- Administer other financial aid programs, including SEEK, and participates in the development and implementation of financial aid services, policies, and procedures.
- Creates and works with datasets in Excel, Access, PeopleSoft and other applications to facilitate aid processing.
- Reviews, corrects and validates ISIR (FAFSA) data and reviews and reconciles awards and disbursements.
- In consultation with Bursar’s Office, determines TAP eligibility status and reviews Title IV aid disbursements to ensure awards are fully disbursed.
- Conducts training and group workshops.
- Represents Financial Aid Office on CUNY; college committees; and at Recruitment and Admission events.
- Reviews records in CUNY, federal and New York State databases to establish student eligibility status.
- Collaborates with Enrollment Management Offices as well as other departmental operations.
- Works on a rotating schedule in Enrollment Services.
- Performs other duties as assigned.

QUALIFICATIONS

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

Preferred qualifications include:
- Comprehensive knowledge of federal, New York State, and New York City financial aid programs and regulations.
- Strong data analytic skills.
- Experience in Excel, Access and PeopleSoft.

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 https://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
January 9, 2020

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.