Job Title: Financial Aid Processing Specialist – Excelsior Specialist

Job ID: 24321

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers 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 and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI’s internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College’s faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Financial Aid Director, the Financial Aid Specialist is an Aid Processing Specialist in the Office of Student Financial Aid, including the CUNY Title Overview other duties include:

- Administers the Excelsior Program; creates and runs queries in CUNYfirst, Access and other applications to facilitate aid processing; reviews records in CUNY, federal and New York State databases to establish student eligibility status; reviews and reconciles awards and disbursements.
- Monitors and manages Ability To Benefit population
- In consultation with Bursar’s Office, determines TAP eligibility status, and reviews Title IV aid disbursements to ensure awards are fully disbursed.
- Provides students with Return of Title IV (R2T4) advisement.
- Represents Financial Aid Office on CUNY and College committees and at Recruitment and Admissions events.
- Reviews, corrects, and validates Institutional Student Information Records.
- Serves as liaison with CUNY’s student borrower billing and collection services.
- Works closely with Enrollment Management offices as well as other departmental operations to determine aid eligibility.
- Conducts training workshops
- Collaborates with Enrollment Management offices, as well as other departmental operations
- Works on a rotating schedule in Enrollment Services (may include evening and weekend)
QUALIFICATIONS

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

Preferred qualifications include:

- Strong data analytic skills
- Knowledge of Microsoft Office Suite, with an emphasis on Access and Excel, and PeopleSoft preferred
- Excellent written and verbal communication skills as well as strong multitasking skills.

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.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.

CLOSING DATE

May 25, 2022

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.