Job Title: Financial Aid Specialist – Federal Work Study Specialist

Job ID: 24322

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 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:

-Administers the Federal Work Study/XSite program, ensuring that program complies with federal, state and institutional regulations

-Manages scholarships and reconciliation; reviews records in CUNY, federal and New York State databases to establish student eligibility status
- 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.
- May administer other financial aid programs, and participates in the development and implementation of financial aid services, policies, and procedures
- Reviews, corrects and validates Institutional Student Information Records (FAFSA) data; creates and works with datasets in Excel, Access, PeopleSoft and other applications to facilitate aid processing; reviews and reconciles awards and disbursements
- Provides student with Return of Title IV advisement
- In consultation with Bursar’s Office, determines TAP eligibility status and review Title IV aid disbursements to ensure awards are fully disbursed
- Conducts training/group workshops
- Represents Financial Aid Office on CUNY and college committees and at Recruitment and Admission events
- 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:
- Comprehensive knowledge of federal, New York State, and New York City financial aid programs and regulations
- 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 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.