



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: PSA  
Date created or revised: 11/21/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Financial Aid Officer (State Scholarship and Grant Programs)  
Status: Full time, 35 hours/week  
Grade: 10  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Associate Director of Student Financial Aid – Client Services

**PRIMARY PURPOSE:**

Assist in the administration of federal, state and institutional student aid programs, primarily the certification of state and institutional scholarship, grant, and award programs, as well as financial aid counseling and processing services for a diverse population of undergraduate and graduate students. The individual will also provide backup and support to front office customer service staff and to the Associate Director of Client Services.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Assist with the management of electronic and manual processes required to certify recipients for state scholarship, grant, and grant payments.
- Reconcile student aid disbursements with payments received from various state funded scholarship and grant programs.
- Handle general financial aid processing for an assigned caseload of undergraduate and graduate students including file review, verification, needs analysis and financial aid packaging.
- Provide financial aid counseling to students and parents regarding application procedures and eligibility requirements for student aid programs, and assist students and their families with the completion of application forms.
- Provide primary backup and support for front office customer services
- Serve as liaison between of the Office of Student Financial Aid and state grant program offices and representatives
- Represent the Office of Student Financial Aid at various student recruitment and yield functions, financial aid information sessions and orientation programs.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Associate Director or Director of Student Financial Aid.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's Degree.

Experience:

At least one year of experience in financial aid administration.

Skills, Knowledge, and Abilities:

- Knowledge of financial aid processing.
- Excellent customer service skills.
- Excellent interpersonal skills and the ability to effectively communicate with a diverse population of students.
- Strong computer skills.
- Ability to work non-standard hours as needed.

**PREFERRED:**

- Familiarity with using automated processing systems (e.g. PeopleSoft or SCT-Banner).
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*