



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

Central Administration

To apply, please submit completed employment application, resume and letter of interest to: System Director of Financial Aid, 5301 S. Highway 16, Suite 200, Rapid City, SD 57701.

- I. POSITION TITLE:** Financial Aid Advisor
- II. EMPLOYEE CLASSIFICATION:** Classified
- III. JOB CLASSIFICATION:** Non-exempt
- IV. ACCOUNTABLE/REPORTS TO:** System Director of Financial Aid
- V. POSITIONS REPORTING TO THIS POSITION:** None
- VI. DUTY HOURS:** Monday through Friday, 8 .a.m. to 5 p.m. The basic work week shall be 40 hours, plus any additional hours as assigned and approved by the supervisor.
- VII. MINIMUM REQUIREMENTS:**
 - EDUCATION:** High school diploma or GED equivalent required; two year accounting degree with proven math skills preferred.
 - EXPERIENCE:** One-year prior financial aid experience with strong accounting background preferred.
 - PHYSICAL:** Lift up to 30 pounds occasionally and lift up to 10 pounds frequently; sit for long periods of time; occasional trips up and down stairs; standing and bending to file; manual and finger dexterity.
 - SKILLS EXPECTATIONS:** Solid typing and ten-key; ability to solve basic problems and/or situations; excellent attention to detail and follow up; ability to comprehend basic information; proven math and/or accounting skills.
- VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:** Provide technical and other assistance in the area of financial aid to students attending National American University and to campus financial aid personnel consistent in support

of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

- * A. Review NSLDS (National Student Loan Data System) to ensure proper financial aid awarding.
- * B. Prepare and review assigned campus packages for processing.
- * C. Administer and review assigned campuses verification process.
- * D. Review FA checklist to ensure all required documents are received and completed properly.
- * E. Determine if the student is or has withdrawn, follow-up with possible late disbursement, canceling future and or current aid, and processing exit counseling.
- F. Attend state/local financial aid meetings upon request.
- * G. Document within university's database, contact manager, with proper financial aid activity and results of follow up.
- H. Be available to travel to all university campuses for training and assistance.
- * I. Ensure that the financial packaging process is completed each quarter for all students, future and current as assigned.
- J. Other duties as assigned by immediate supervisor.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

- A. All staff and faculty including campuses.
- B. All students and parents.

XI. LIMITS OF AUTHORITY:

As defined by the policies, procedures, and practices of the University and/or the President.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

* Denotes essential elements of the position.