Financial Aid Coordinator

Duties and Responsibilities:

This position would be responsible to the Director and Assistant Director of Financial Aid. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)** The major areas of responsibility include the following:

1. Administer all student loan processes including COD origination and disbursement reporting, application certification, reconciliation, cancellations and returns, withdrawal correspondence, entrance and exit counseling confirmation and MPN verification.

2. Pell payment process: Submit Pell grant information weekly, update information for each required submission or as necessary. Reconcile disbursements with COD and Business Office each month to ensure correctness and maintain Pell binder.

3. ISIR pull down process into Colleague and disburse information to processors.

4. Supervise default management. This includes but is not limited to reviewing monthly default/delinquency reports, and place holds on the academic records of students who have not completed exit loan counseling.

5. Serves as liaison to alternative student loan lenders, US Department of Education student loan servicers, our default management provider, and the National Student Clearinghouse.

6. Process financial aid applications, as needed, which includes reviewing applications, requesting needed documentation, and adding students to the Transfer Monitoring List on NSLDS.

7. Maintain a working knowledge of current Federal, State, and local statutes, regulations and policies governing the administration of Federal Title IV student financial aid.

8. Assist in presenting financial aid seminars and workshops to students, prospective students, parents, and the community

9. Advise prospective and continuing students and parents regarding financial aid applications, procedures, eligibility requirements, college policies and availability of federal, state, local and institutional financial aid.

10. To be knowledgeable of VC Catalog, Fall, Spring, and Summer schedules and financial aid deadlines in order to provide accurate information to current and prospective students.

11. Attend regional, state and national conference on Title IV student loan compliance and administration.

12. Monitor and respond to emails sent to the VC Financial Aid Office email address.

13. To function as a Student Services team member in the development and implementation of processes necessary to accomplish the goals and philosophy of the division of Vernon College.

14. Supervise Work-study personnel assigned to the Financial Aid Coordinator.

15. Assume responsibility of the Financial Aid Office, including staff supervision, in the absence of the Director and Assistant Director.

16. Other duties as assigned by the Director and Assistant Director of Financial Aid and the Vice-President of Student Services.

Revised 12/23, 2/26