

## Job Description

<b>Job Title:</b>	Financial Aid Specialist
<b>Job ID:</b>	17556
<b>Location:</b>	Hostos Community College
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

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### POSITION DETAILS

The Office of Financial Aid provides high quality services with professional competency and concern particularly for those who face significant financial difficulty during their education at Hostos. We are dedicated to the equitable treatment of all applicants and the privacy of confidential information.

Our mission is to empower the community by eliminating financial barriers for access to higher education. Through service is the means by which we aim to afford all eligible students the opportunities to reach their education and career goals. We are committed to delivering a transparent understanding of financial aid programs, options, and solutions with strict adherence to city, state, and federal student aid regulations.

Reporting directly to the Financial Aid Director, the successful candidate will be responsible for, but not limited to, the following:

- Administers Federal Work Study program; collects documents related to placement; reviews and approves timesheets; and assigns students to work sites.
- Supervises and schedules assignments for College Assistants, Work Study Students and other support staff.
- Reviews and evaluates student records and related documents.
- Serves as the phone center contact liaison.
- Provides walk-in services to students.
- Assists with registration activities.
- Represents Hostos at CUNY Federal Work Study Council.

### QUALIFICATIONS

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

The following qualifications are preferred:

- Experience with CUNYfirst or People Soft Systems including writing and running financial aid queries
- Availability to work evening and weekend hours

### 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**

\$51,126 - \$61,593; 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**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigate to the following links: "Employment" and "Search Job Postings"

Please attach cover letter, resume and three professional references.

**CLOSING DATE**

November 3, 2017

**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.

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