



FINANCIAL ASSISTANT – ADULT LEARNING CENTER

GENERAL RESPONSIBILITIES

Under the guidance of the Director, Adult Learning Center, the position is responsible for assisting with the administering of financial aid to adult students enrolled in the Virginia Beach School of Practical Nursing.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Work directly with Nursing Coordinator to help facilitate financial aid to all eligible students.
- Secure lists of adults accepted as PN I/II students for the following school year and a list of promoted adult PN III students from the Nursing Coordinator to ensure eligibility.
- Counsel and provide guidance to students on funding options and federal student aid requirements, as necessary.
- Verify student's eligibility for financial aid by utilizing the on-line Federal Student Financial Aid (FAFSA) system, reviewing required tax returns and verifying the student's identification; have students complete verification forms; process all records and documents.
- Prepare financial aid notification award letters for students; ensure letters are delivered to students in a timely manner; secure required witnessed signatures.
- Communicate with bookkeeper to ensure the timely receipt of disbursement memos, checks, and vouchers for Pell Grant recipients.
- Provide evidence of balanced transmitted reports to the bookkeeper.
- Communicate, with students, school staff members and the Office of Business Services, as needed.
- Order and distribute the FAFSA checklists, posters, and publications for students.
- Create origination and disbursement records in EDEXpress; submit information electronically through EDConnect for Pell Grant; utilize on-line system to review the acceptance of records and mail messages.
- Monitor and download all upgrades to financial aid program software.
- Act as one of the designated key holders for Integrated Post-Secondary Education Data and Statistics (IPEDS).
- Ensure that the electronic Integrated Post-Secondary Education Data and Statistics (IPEDS). Surveys are completed in a timely manner.
- Prepare and submit Program Participation Agreement to the U. S. Department of Education.
- Provide/request information to/from Nursing Coordinator and Technical and Career Education Center Office Associate, as necessary.
- Follow-up with students and collect data on student outcomes and employment for VBSPN.
- Become familiar with Virginia Beach School of Practical Nursing's (VBSPN) articulation agreements with other post-secondary programs; provide guidance for students making transitions.
- Maintain orderly and secure records.
- Prepare and maintain a Student Financial Aid Policies and Procedures Manual.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to read and follow directions related to funding requirements and processing protocol; knowledge of mathematics as it applies to bookkeeping and accounting operations; ability to create computer spreadsheets and reports; ability to analyze, organize, coordinate, and prioritize daily duties; ability to maintain detailed fiscal records and files; skill in using a variety of office machines and computer equipment; ability to establish and maintain effective working relationships with colleagues.



EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Preferred:

Courses in bookkeeping and accounting in high school.

Banking or bookkeeping experience.

Prior experience in administering financial aid.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, grasping, fingering, repetitive motion, and reaching. Occasional standing, bending, stooping, and crouching. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 5/11, 7/20
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