

## ***Financial Aid Office Structure & Position Responsibilities***

### **Director**

- Management of all operations and functions of Financial Aid and Scholarships Office
- Budget development and authorization
- Overall compliance
- Major reporting – FISAP and DEAR reports
- Major audits
- Liaison with other institutional, state, and federal offices
- Maintain PPA(Institution Program Participation Agreement)
- Oversight of updating office policies and procedures

### **Associate Director**

- Importing all CPS data and loading student records into Banner system.
- Reviewing and Loading Suspense Files
- Posting Tracking Requirements.
- Awarding and Packaging of all student files.
- Exporting/Importing Origination Records for Pell and Loans to COD
- Batch posting of Continuing Awards for Academic Year
- Posting Stipends and Tuition Waivers
- Mass Communication to Students by Email/Letter
- Balance to Common Originations and Disbursements (COD)
- Establishment of Cost of Attendance
- Policy and Procedure Maintenance (Office & Aid Manuals)
- Annual Rollover for New Year Banner processes.

### **Assistant Director**

- Athletic Award Posting and maintenance
- NCAA Compliance assurance
- Collaboration with NMHU Athletic Department.
- Accounting/Reconciliation of Athletic Awards
- Communication with Athletes who are no longer eligible for awards.
- Pell Grant/SEOG/SSIG Reconciliation assistance
- Assist with Return to Title IV
- Process work study applications on PeopleAdmin database.
- Policies and Procedures updates
- Student Handbook and Catalog updates

**Financial Aid Analyst**

- Development of effective processes, student data collection, and analysis.
- Reconcile all grant programs (Pell, SEOG, State); and Direct Loan programs; all campus based programs; federal and state work-study programs
- Reconcile all scholarship programs (institutional, state, foundation, tribal and miscellaneous)
- Return to Title IV process
- Submit drawdowns to the state Higher Education Department (HED)
- Prepare state and federal reports; assist with the DEAR and FISAP report
- Provide statistics for Institutional Research Office and any other agency requiring statistics
- Responsible for reconciliation of yearly FA Budget for FA which include all accounts tied to the FA office.

**Administrative Assistant**

- Assist Director with all office management needs.
- Maintain Office Operation Budget and Travel Encumbrances.
- Submit Purchase Requisitions and Check Requests.
- Equipment/Supplies maintenance
- Departmental Leave requests and Leave Calendar Maintenance.
- Schedule Personnel for Lunch Coverage
- Maintain Calendar of Events
- Maintain Office documents on SharePoint.
- Maintain Log of Checks Received
- Collection and Delivery of Mail
- Maintain FA website and Net Price Calculator online.
- Assist with Policies and Procedures updates

**Financial Aid Advisors**

- Verification of all application data.
- Compliance in Verification and Awarding
- Consortium Agreements
- Tribal Needs Analysis
- Submitting corrections to student files on Banner
- Student Advising
- Satisfactory Academic Progress Appeals and Appeals Committee
- Professional Judgment Appeals Collection and Processing
- Financial Literacy
- Outreach events

**Loan Coordinator**

- Overall Management of All Loan Programs
- Maintenance of all Loan Related Reports, Applications, and Responses.

- Notification of Disbursement Emails and Record Maintenance.
- Monitor and reconcile electronic funds transfers (EFT) for student loans.
- Loan Compliance with the Department of Education. .
- Reconciliation of Direct, Perkins, CHE, Alternative Loans.
- Closeout, Liquidation of Perkins Loans
- Student Advising
- Outreach events

### **Scholarship Coordinator**

- Scholarships
  - 3% Scholarships
  - Institutional Scholarships
  - New Mexico Legislative Lottery
  - Foundation
  - Tribal
  - Outside Scholarships
- Awarding/Cancelation of all Scholarships.
- Maintenance of all scholarship applications and correspondence
- Maintenance of all scholarship files (filing system)
- Correspondence to all constituents with interest in scholarships
- Maintain Log of Checks Received
- Posting of Miscellaneous Aid/Scholarships
- Outreach Events
- Bill foundation for scholarships each semester
- Process and maintain record of all outside Scholarship funds.
- Scholars Night Banquet

### **Financial Aid Technician**

- Responsible for Overall Management of Front Office Area
- Maintenance of general financial aid email
- Imaging and maintenance of all student files
- Daily collection of verification paperwork and posting to tracking.
- Delivery of paperwork, setting up appointments for advisors
- Management of student employees