



Position Description

Job Title: Financial Aid Coordinator	
Department: Finance	Date: April 25, 2025
FLSA: Non-Exempt	Work Location: Auburn Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8:00am –5:00pm
Reports to: Director for Financial Aid	Percent Employment: 100%
Direct Reports: N/A	

I. Job Summary:

The candidate will serve as the primary on-campus contact for current and prospective students at the VCOM Auburn Campus (VCOM AC). The individual will deliver financial aid information to prospective students, primary contact for OMSI and OMSII students, process SAIG transmissions, review ISIR and financial aid application records, run packaging routines and distribute financial aid notifications and awards, and process loan records. The candidate must be capable of performing all basic day-to-day office operations successfully. The individual will additionally process Cost of Attendance Appeals, including Dependent Care Expenses and Medical Expenses, perform R2T4 calculations.

II. Job Duties:

1. Disseminate information about sources of financial aid and the VCOM financial aid process to current and prospective students at the VCOM AC and respond to inquiries by telephone and email.
2. Process SAIG transmissions.
3. Assist campus Financial Aid Director with financial aid preparation efforts for the start of a new academic year.
4. Review ISIR and financial aid application records at the VCOM AC.
5. Run packaging routines for VCOM AC students and prepare financial aid award notifications for each student.
6. Process student loan records through ELMNet and COD.
7. Process Cost of Attendance Appeals, including Dependent Care Expenses and Medical Expenses.
8. Perform R2T4 calculations for suspended, withdrawn, and dismissed students.
9. Process cash deposits.
10. Assist with special projects upon request from Assistant Vice President for Student Financial Services.
11. Assist with campus-wide events, as determined by the Assistant Vice President for Student Financial Services, or the Dean of the Auburn Campus.
12. Will cross-train with campus Financial Aid Director on key duties to ensure continuity when they are away from the office.
13. All other duties and responsibilities assigned by the campus Financial Aid Director, Associate Vice President for Finance, or the Dean of the Auburn Campus.

III. Required Qualifications:

Education: Bachelor's degree or equivalent
Licensure or certification: none required

Minimum experience: Two years of experience in a financially related position, preferably in Financial Aid at a comparable college or university

Other skills important to this position:

- Basic knowledge of financial aid regulations that pertain to medical schools
- Strong customer service and public relations skills
- Excellent interpersonal and communications skills
- Strong teamwork principles
- Strong analytical and organizational skills
- Commitment to VCOM values and Business Office Division goals
- Computer proficiency, including Microsoft Office Suite. The individual will also work with various financial aid websites, such as ELMNet, NSLDS Online, Campus Nexus-Student, and COD Online.

Preferences may be given to candidates who have the following skills or attributes.

- Prior financial aid experience of more than five years
- Knowledge of PowerFAIDS, Banner, PeopleSoft, Anthology Student or other comparable software package
- Knowledge of the Department of Education's EDconnect and Direct Loan Tools software packages
- Presentation skills using PowerPoint software
- Experience counseling graduate students with significant loan balances
- Experience teaching financial literacy, debt management, and/or budgeting
- Experience delivering individualized financial counseling

The successful candidate will be subject to a criminal history background check.

Regular, reliable, and predictable attendance is an essential function of the job.

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee will be occasionally required to sit; use hands and vision for office equipment, such as computers; talk or hear; and handle moderate telephone usage. The employee must occasionally lift and/or move up to 30 pounds.

Work environment: Office environment. Outside travel required 5% of time. The noise level in the work environment is usually minimal.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgment and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. VCOM core values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Dean: _____ Date: _____

President: _____ Date: _____