



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

814-230-9010
814-313-7320 (fax)
<https://regionalcollegepa.org>

POSITION TITLE: Financial Aid Coordinator

JOB TYPE: Full-time, Salary

LOCATION: Office located in Erie, McKean, or Warren County Administrative Site(s)

DATE POSTED: May 26, 2021

PRIORITY DEADLINE: June 21, 2021

CLOSE DATE: Open until filled

JOB DESCRIPTION: See pages 2-3

APPLICATION PROCESS:

SUBMIT: Applicants are required to submit a Cover Letter, Complete Resume or Curriculum Vita to:

Northern Pennsylvania Regional College
Attn: Lisa Pecora
300 2nd Avenue, Suite 500
Warren, PA 16365

OR

Email to: employment-hr@rrcnpa.org

MINIMUM PRE-EMPLOYMENT REQUIREMENTS (other requirements may apply):

PA Child Abuse History Clearance
Pennsylvania Access to Criminal History Record Check
Federal Criminal History Background Check
Valid Driver's License

For additional information, please call Human Resources Coordinator, Lisa Pecora at the NPRC Administrative Offices at 814-230-9010, Ext. 536.

NPRC is an Equal Opportunity Employer. NPRC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

JOB DESCRIPTION

The incumbent in this job is expected to assist the College in achieving its vision and mission. Student focus, college service, and a willingness to assist as needed are expectations for all employees.

JOB TITLE: Financial Aid Coordinator

CLASSIFICATION: EXEMPT (ANNUAL SALARY)

COMPENSATION RANGE: Salary commensurate with experience

DEPARTMENT: Finance and Administration

DIVISION: Financial Aid

REPORTS TO: Vice President of Finance and Administration

SUPERVISES: Financial Aid Assistant

MINIMUM REQUIREMENTS:

- Bachelor's degree in higher education or other relevant discipline or associate degree and 5 years in Financial Aid Administration
- Minimum of two years of administrative and leadership experience in a financial aid office
- Strong organizational, interpersonal, technological, and written and oral communication skills

PREFERRED QUALIFICATIONS:

- Master's degree in higher education or other relevant discipline
- Three or more years of administrative and leadership experience in a financial aid office
- Experience in the development, implementation, and assessment of best practice and compliant financial aid policies and procedures
- Ability to think critically, strategically, and creatively about the student experience
- Proven ability to work with a diverse faculty, staff, and student population
- Demonstrated success in leading teams to reach established goals

POSITION SUMMARY:

The Financial Aid Coordinator is responsible for planning, organizing and supervising functions of the financial aid office including but not limited to, management and administration of federal, state, and institutional aid funds and services, including needs analysis, verification, loan processing, monitoring of satisfactory academic progress, preparation of federal and state reports, maintenance of federal fund budgetary controls and regulatory compliance, and the delivery of funds and services to students. The position performs duties in support of the College's mission, vision, and strategic plan.

ESSENTIAL FUNCTIONS:

- Communicate timely and accurate information and direct financial aid functions on a region-wide basis with the purpose of enrolling and maintaining a diverse student body; participate in recruitment and retention opportunities which promote student success.
- Direct the administration of federal, state, and institutional financial aid programs ensuring the institution maintains the compliance standards set forth by the U.S. Department of Education and Pennsylvania Department of Education.
- Develop, maintain, and communicate written policy and procedures related to all Title IV functions and tasks, and having to do with the College's administration of state aid programs.
- Responsible for awarding and monitoring aid packages for current and incoming students in adherence with Title IV regulations, state and federal guidelines, private non-profit agencies rules, institutional packaging policy, and budget parameters.

- Oversee the record keeping and retention system for all materials related to, but not limited to student eligibility, disbursement, program management, third party vendor management and cost allowance expenditures in accordance with Title IV requirements.
- Direct the completion of reports to request funding, document expenditures; reports include but are not limited to FISAP, IPEDS, Pell, and may include contributing to or preparing marketing reports.
- Perform annual risk assessment and regular assessments as part of examining exceptions that occurred through the year as identified by event, audit, or internal review; engage campus partners in assessment and risk management activities for functions that cross work streams with those offices.
- Participate in accreditation review, strategic planning, new program development, and proposal writing processes.
- Develop and maintain a customer service-based focus for the Financial Aid Office, coordinating efforts with other offices of the College and third-party servicers to ensure applicants receive necessary assistance in the application process for loans, grants, and scholarships.
- Collaborate with other departments/divisions to carry out the philosophy of a student-centered institution within an integrated learning environment.
- Develop, implement, and assess financial aid activities, initiatives, and programming; utilize enrollment and other relevant data for decision-making and planning.
- Advise current and potential students, their families, and the community of federal, state, local and institutional resources available for coursework at NPRC and the processes for obtaining financial aid; conduct financial aid workshops at community sites, high schools, college fairs, and administrative sites.
- Oversee student financial aid advisement and provide leadership for reviewing appeal cases and special circumstances.
- Attend training and professional development meetings as needed to stay abreast of regulations and changes and oversee training of financial aid staff and other departments regarding financial aid, as needed.
- Perform other duties as assigned.

ADDITIONAL ELIGIBILITY REQUIREMENTS:

Valid Driver's License and consistent access to a vehicle.

PHYSICAL REQUIREMENTS:

The physical and mental demands described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read, communicate verbal and/or in written form using English language; remember and analyze certain information; and remember and understand certain instructions or guidelines
- Driving, standing, walking, and sitting
- Use of hands to touch, handle, and feel; reach with hands and arms
- Must be able to occasionally lift and/or move up to 25 lbs./12 kg.
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus

WORKING CONDITIONS/WORK SCHEDULE:

- Office Location: Erie, McKean, or Warren County Administrative Site(s)
- Work hours*: 8:30 am to 5:00 pm, Monday thru Thursday
8:30 am to 4:30 pm Friday
- Notwithstanding the office hours, all salaried employees are expected to work 40 hours weekly
*work hours may adjust as needed for after-hour activities/events/presentations

TRAVEL REQUIREMENTS:

Infrequent travel required throughout the College's 9 county footprint.