



JOB DESCRIPTION: Student Financial Aid Administrator 2024-2025

Job Summary

The Student Financial Aid Administrator oversees all financial aid that is administered to students at Alaska Bible College. This includes oversight of all Title IV, VA and State funding. The SFAA will also apply student scholarships as approved by the scholarship committee and all internal scholarship processed through completed applications.

Organizational Relationship

The Student Financial Aid Administrator is directly responsible to the Dean of Institutional Advancement or the President.

Qualifications

1. Experience in the use of computer word processing software.
2. Communication, writing, typing and English language skills.
3. Experience in office procedures and equipment.
4. Experience in office digital filing systems and college management software.
5. The ability to keep information confidential.
6. Skilled and trained in Title IV Federal Funding, VA Funding and the State of Alaska student scholarships

Responsibilities

1. Responsible for keeping up weekly with Government Announcements, Dear Colleague Letters, regulations, etc.
2. Keeps current with communications from the Government through EDconnect and SAIG systems (Destination Point Administrator).
3. Oversees the Federal Work Study program - this includes: recruiting student employees, managing the Janitorial department, working with ABC Bookkeeping to request funding from the Government to pay FWS employees.
4. Meets with students to discuss their financial obligation to the college and their potential Financial Aid. Helps the students with their FAFSA. Gives guidance to students regarding other types of aid they may qualify for.
5. Works with certifying students and awarding their Financial Aid. Regularly checks student records to make sure they are correct on Populi.
6. Makes sure to collect all required documents needed for students verification.
7. After each semester, checks the Satisfactory Academic Progress (SAP) of all Federal Financial Aid students.
8. Responsible for updating student enrollment statuses on NSLDS website.

9. Keeps track of students who may be defaulting on their student loans.
10. Responsible for the annual UEI number certification.
11. Responsible for the celebration on Constitution Day Celebration (September 17).
12. Responsible for updating our Program Participation Agreement (PPA) and Eligibility and Certification Approval Report (ECAR).
13. Responsible for submitting our financial audit and A-133 Audit Exemption Request to the EZ Audit website.
14. Responsible for making sure we are compliant with the DOE's required Consumer Information Disclosures.
15. Responsible for updating the Financial Aid Policy and Procedures manual.
16. Responsible for completing the Campus Safety Report.
17. Responsible for making sure our IPEDS (The Integrated Postsecondary Education Data System) surveys are done correctly and on time.
18. Works with the State to certify and award state funding for students.
19. Responsible for reporting, verifying, and certifying VA benefits using the enrollment management website.
20. Records all Financial Aid (Federal, State, and VA) award disbursements in Populi and communicates with the Business Office when funding is to come in.
21. Complete any available Financial Aid training.
22. Available to complete other tasks as requested.