

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Financial Aid Specialist—Front Desk	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Financial Aid	<b>REPORTS TO:</b>	Director of Financial Aid
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**Position summary:** Under direct supervision this position assists the Financial Aid Office in day-to-day operations.

**Position responsibilities:**

- Assists students with questions about filing for financial aid and scholarships.
- Collects all paper work required for verification of student financial aid files
- Scans student files into Docubase imaging system
- Prepares financial aid document tracking letters
- Help Students complete loan counseling and master promissory note
- Award all Student loans
- Prepares financial aid award letters for Student Loans
- Plan, schedules and conducts student entrance and exit counseling interviews
- Manages all aspects of FACTS deferred payment options
- Assists with financial aid seminars/workshops for area high schools
- Processes incoming and outgoing mail
- Log all incoming checks for the business office
- Performs miscellaneous job-related duties as assigned

**Minimum Position Requirements:**

- Associate Degree preferred and 3 to 5 years experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.