Reporting to senior Financial Aid staff, the Financial Aid Coordinator is responsible for coordination of documents and applications as they move through the Financial Aid Office, including electronic and paper flow, hard copy documents and other forms of data transformation. The Financial Aid Coordinator provides clerical support, assists in data entry, prepares mass mailings, handles professional staff correspondence and utilizes financial aid software programs. The Financial Aid Coordinator assists in the planning, implementation and maintenance of the College’s alternative loan programs. The Financial Aid Coordinator must have thorough knowledge of institutional, federal and state financial aid programs and regulations. Requires frequent interaction with students, parents and other Occidental College employees. The Coordinator serves as a backup to the Financial Aid Administrative Assistant, acknowledges all visitors by anticipating and addressing their needs, answers and fields incoming phone calls, and uses appropriate etiquette while projecting a positive attitude.

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**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

- Prepares, coordinates and maintains all student related documents and ensures integrity of all confidential information for review by analyzing staff.
- Completes all data entry necessary for application tracking, award generation and associated duties.
- Reviews documents completed by students and parents for accuracy and completeness.
- Maintains accurate student electronic filing systems.
- Maintains and coordinates the automated loan systems.
- Maintains knowledge of supporting systems such as PowerFAIDS, Institutional Documentation Service (IDOC), and is proficient with Microsoft Word and Excel.
- Works with the Student Accounts Office to ensure compliance with cash management policies including timely delivery of student alternative loan funds, return of alternative loan funds, eligibility changes and reconciliation.
- Coordinates alternative loan certification, guarantee and delivery.
- Represents the College to students and parents at outreach activities as well as public and private organizations.
- Supervises seasonal clerk.
- Performs other clerical duties including reception, email management and answering telephones.
- Some weekend hours may be required.
- Performs other duties as requested or assigned.

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**QUALIFICATIONS**

- Bachelor’s degree, plus equivalent of two years' experience in a Financial Aid office and a minimum of one year of direct technical experience.
- Strong verbal, written, and interpersonal skills; strong basic mathematical and analytical skills; ability to document work clearly, make independent decisions, schedule work to meet deadlines, work accurately and quickly with attention to detail.
- Possesses a genuine desire to assist people, as well as the ability to pleasantly, patiently, professionally and confidentially deal with a variety of personalities.
Communicates with others using clear and professional language, possesses strong organizational abilities and demonstrates commitment to providing outstanding customer service.

Proficiency in Microsoft Office, Google platform, automated calendaring systems, and accurate data entry skills required.

Must have the ability to work independently and within a team of diverse individuals to support common goals.

Experience in and familiarity with an academic environment is helpful.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles's Fair Chance Initiative for Hiring Ordinance.

Updated June 26, 2021