

Position Description

Job Title: Financial Aid Coordinator	
Department: Finance	Date: August 2024
FLSA: Non-Exempt	Work Location: Virginia Campus
Employee Category: Classified Staff	Work Schedule: M-F, 40 hrs/wk
Reports to: Director of Financial Aid	Percent Employment: 100%
Direct Reports: none	

I. **Job Summary:**

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

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 VC to inquiries by telephone and email.
2. Process SAIG transmissions.
3. Review ISIR and financial aid application records at the VCOM VC.
4. Run packaging routes for VCOM VC students and prepare financial aid award notifications for each student.
5. Process student loan records through ELMNet and COD.
6. Process Cost of Attendance Appeals, including Dependent Care Expenses and Medical Expenses.
7. Perform R2T4 calculations for suspended, withdrawn, and dismissed students.
8. Process cash deposits.
9. Process monthly SAS reports.
10. Assist with special projects upon request from Assistant Vice President for Student Financial Services.

Other ski

□ □ - 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 status of VCOM employees. □ □ - □ □

V. VCOM core values: The employee is expected to adhere to VCOM As the environment is a professional college, VCOM faculty / staff are expected to dress 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 be 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 read and understand this explanation and job description. I also understand 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 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: _____