



## Enrollment Management Financial Aid & Scholarships

### Graduate Assistant Position Description – KU Endowment Loan Coordinator

This position assists with various segments of the financial aid programs administered by the Financial Aid and Scholarships office. Part of the professional development for this position will be to develop expertise with the Federal Higher Education Amendments (HEOA), as well as with other federal, state, institutional and private financial aid regulations and policies. The University of Kansas Lawrence Campus office of Financial Aid and Scholarships (FAS) serves students, families, and the community by providing federal, state, and institutional financial aid information and resources to assist students in achieving their educational goals. FAS is committed to providing quality financial aid services to its constituents while maintaining equality and accountability in the administration of public, institutional, and private financial aid funds. The office of Financial Aid and Scholarships is a department within the Enrollment Management division.

#### **Responsibilities include but are not limited to the following program areas:**

1. Educates prospective and current students regarding school-related financial aid including the application and awarding process, budgeting and the securing of resources to meet expenses.
2. Serves as a point of contact students, families, University colleagues, and other parties in appointments, over the phone, and via email regarding scholarship and financial aid programs and processes.
3. Participates in outreach campaigns, encompassing students with barriers to packaging and disbursement (verification, missing documents) as well as students with outstanding balances.
4. Provides support for federal, state, institutional, and/or private financial aid programs. Serves as a liaison to the University of Kansas Endowment Association (KUEA). Reviews KUEA loan applications and posts awards in the student administration system (SAKU).
5. Completes General Need Analysis Requests and other confirmation of aid requests. Reviews budget adjustment requests and adjusts budgets in the Student Administration System accordingly.
6. Serves on the Communications Team and participates in planning Financial Aid Awareness Month activities to promote the KU undergraduate December 1st FAFSA priority date.
7. Participates in outreach events including on-campus and off-campus programs, high school financial aid nights, and Orientation.
8. Participates as a member of the assessment team.
9. Completes special projects as assigned. Job responsibilities may be adjusted based on the Graduate Assistant's specific areas of interest.





### **Required Qualifications:**

1. KU graduate student enrolled in the Higher Education Master's degree program for the 2019-20 academic year.
2. Demonstrated effective oral and written communication skills.
3. Eligibility for Federal Work-Study.

### **Preferred Qualifications:**

1. Experience in Financial Aid, Scholarships, Admissions, Academic Advising or closely related area.
2. Demonstrated ability to organize and deliver presentations to a variety of audiences.
3. Demonstrated experience in problem solving.
4. Demonstrated ability to work independently.

### **Hours:**

A minimum of 20 hours per week. If available, the Graduate Assistant may request to work up to 29 hours per week during the academic year and/or summer.

### **Start Date:**

Prefer summer 2019 but may start at the beginning of the fall 2019 semester.

