# FACULTY AND STUDENT SERVICES JOB FUNCTION

## Financial Aid Family

<table>
<thead>
<tr>
<th>Level</th>
<th>Function/ Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
</tr>
</thead>
</table>
| 56E   | Financial Aid Officer II         | Bachelor’s degree 3+ years applicable experience | • Serves as a member of the financial aid and fellowship board and the financial aid review board  
• Evaluates and analyzes financial information submitted by applicants  
• Independently determines type and amount of aid to be awarded  
• Remains current with financial aid federal legislation and regulations | IMPACT Some impact on operations, resources, or University’s reputation  
SCOPE Provides comprehensive financial aid work for a school | RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department/university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN Individual Contributor: Works independently or as part of a team to achieve results.  
AND/OR Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |