

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Administrative Assistant II – Financial Aid

### POSITION OVERVIEW

Under the direction of the Director of Financial Aid, this position is responsible for data entry; updating all financial aid applicants in PowerFAIDS (Financial Aid Package), EDExpress and EDConnect; shepherding of all financial aid applications and associated documents; and generating/providing data in report form to internal and external groups. Tasks are normally accomplished within well-defined procedures and with frequent program monitoring required. Computer skills are essential. Verbal and written communication skills are required for both internal and external contacts. This is a bargaining unit, non-exempt, hourly position.

### DUTIES

- Highly accurate data entry for all financial aid applicants. Process confidential information.
- Ongoing quality control and data integrity with respect to the financial aid application process in all formats.
- Document collection/organization of all financial aid applications materials, verifying accuracy of information, and computer recalculation of needs analysis.
- Certify and track student and parent loan applications; act as liaison with lenders and loan processors.
- Assist in determination of financial aid eligibility according to federal, state and college guidelines.
- Assist in collecting and processing material and documents for scholarships.
- Assist in reconciling monthly and annual financial aid statements and reports.
- Complete Pell Grant and federal loan reporting and drawdown information.
- Maintain office filing systems and detailed records.
- Respond to telephone/mail inquiries regarding financial aid.
- Perform word processing, spreadsheet development, mail merge documents, and other clerical duties as required.
- Regular attendance is required.
- Other duties as assigned.

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.*

### SKILLS

- Ability and willingness to learn multiple software programs including, but not limited to, PowerFAIDS and Power Campus Software.
- Strong interpersonal, verbal and written communications skill.
- Ability to work professionally with a broad range of personalities.
- Professional, positive, and approachable attitude. Good interpersonal skills.
- Ability to use discretion and tact in dealing with students, parents, families, staff, and colleagues.
- Ability to process sensitive information and maintain confidentiality.

- Meticulous attention to detail including excellent proofreading and highly accurate data entry.
- Excellent organizational skills, including ability to handle multiple tasks, meet deadlines, and prioritize assignments.
- Ability to demonstrate and encourage the values of collegiality, and respect among supervisors and peers.
- Ability to become familiar and knowledgeable about Academy infrastructure, policies, and procedures.
- Ability to work both independently and as a part of a team.

### **QUALIFICATIONS**

- Bachelor's Degree preferred.
- Intermediate-to advanced knowledge of Microsoft Office Suite (Word, Excel and PowerPoint) and databases. Experience with PowerFAIDS and Power Campus preferred, but may substitute other relevant financial aid or student information system (SIS) database experience.
- High level of typing proficiency and accuracy required.
- Prior experience working in higher education preferred.
- Thorough knowledge of office methods, procedures and practices.
- Thorough knowledge of English grammar, punctuation, and spelling.

### **SPECIAL CONDITIONS**

- This position requires a Criminal Background Check.
- Tobacco-free campus.

### **WORKING CONDITIONS**

- Sitting/computer keyboard manipulation/computer screen.
- Must be able to visually inspect work and generate own work on computer.
- Close office setting.

Maine Maritime Academy Position Factor Evaluation

Job Title: Admin Asst II – Financial Aid Job Code: 10420

Wage Grade: 14 Total Points: 360

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	4	180
2	Effort		
	I. Mental and Visual Effort	5	30
	II. Physical Effort	1	10
3	Responsibility for Cost Control	4	24
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	6	48
5	Working Conditions	3	20
6	Responsibility for External and Internal Relations	5	40

Date of last reclassification review February 2018