



## **Financial Aid Specialist**

Point University is a private liberal arts institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Financial Aid Specialist is responsible for providing outstanding customer service to students and their family members by through:

- Clearly and effectively disseminating general financial aid information
- Educates students and university partners on available financial aid resources
- Evaluate financial aid applications and supporting documentation efficiently and accurately to ensure everything is clearly and completely documented in order to determine eligibility for aid
- Maintains data within Campus Nexus and hard copy files
- Educates student in correct procedures for completing forms and applications, requirements and restrictions, and supporting documentation
- Assist the Director or Assistant Director of Financial Aid in Packaging Student Aid

## **Requirements**

- Minimum of three years of financial aid experience
- A strong knowledge of federal student aid application (FAFSA)
- Outstanding customer service skills and communication skills
- Acute attention to detail
- Excellent organizational skills, ability to manage multiple assignments at the same time

## **Preferred**

- Bachelor's Degree from accredited institution