

Job Title: Graduate Student Financial Coordinator
FLSA Classification: Non Exempt
Reports to: Director of Financial Aid

Position Goal:

The goal for each member of the USW campus community is to believe and live consistently by the principles of the mission of the University. The USW mission is as follows:

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- Teaching at the University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged.
- At University of the Southwest, students are instructed and mentored by a faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiple cultures from which they come; and
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

Position Summary:

The Graduate Student Financial Coordinator serves within the Business and Financial Aid Offices to articulate university and federal financial policies and procedures to new and returning online students. The Graduate Student Financial Coordinator also provides counsel and assistance to students in the process of completing their financial aid applications, exploring aid and loan options, and making required payment arrangements in order for the students to complete the registration process with student billing finalization.

Essential Functions:

1. Serve and have continuous communication with students through phone calls, E-mail messages, and/or letters to assist students in meeting their financial obligation to the school.
2. Advise students in completing the Free Application for Federal Student Aid (FAFSA), loan applications, and other essential paperwork
3. Serve as the student contact for both financial aid and business office questions and issues as needed
4. Ensure student eligibility for financial aid
5. Remain up to date regarding changes in financial aid regulations
6. Make the determination and report the student's financial aid completion status to the Business Office personnel
7. Maintain financial literacy.

8. Evening hours required
9. Package graduate students after determining eligibility
10. Monitor graduate students' continued eligibility.

Other Responsibilities:

1. Performs other related duties as assigned.
2. Participates in campus activities.

Education, Experience and Skills Required:

1. Bachelor's Degree required.
2. Strong communication, organization, and computer skills required
3. Must be extremely student-friendly and display exemplary student services skills
4. Must be highly organized

The undersigned acknowledges that he/she has read and comprehends this job description. Further, the undersigned affirms his/her understanding that the responsibilities, expectations, and requirements itemized above are only intended to be a general description of the job, and should not be construed to represent an exhaustive, all inclusive description of the position duties and requirements. University of the Southwest reserves the right to modify this job description at the University's discretion.

By his/her signature, the undersigned agrees to perform, to the best of his/her abilities, the position provided for in this job description.

Employee Signature

Date

Supervisor Signature

Date