**NEW ENGLAND INSTITUTE OF TECHNOLOGY**

**JOB TITLE**: Financial Aid Officer

**ACCOUNTABILITY**: Reports to Assistant Director of Financial Aid

**SCOPE OF RESPONSIBILITIES**: The responsibilities of the position include assisting students in completing their financial aid application process, determining aid eligibility, and counseling students/families on financing options and payment plans.

**ESSENTIAL JOB FUNCTIONS**:

* Assists students with completing FAFSA applications
* Meeting individually with prospective students and families, explain college costs and funding options
* Determine federal and institutional aid eligibility for students
* Work with students and families to obtain required documentation to process aid
* Ensure students’ financial aid has been processed and disbursed by established deadlines
* Provide excellent customer service with prompt responses to student inquiries
* Additional duties might include assistance with specific project-oriented assignments and daily office tasks
* Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

The candidates selected for hire must be capable of working independently, able to successfully multi-task in a fast paced environment and be intrinsically motivated to work directly with students and families. Individuals must possess the following knowledge, skills, and abilities to be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Organized and professional with strong interpersonal and communication skills
2. Education and experience appropriate to perform the stated essential job functions
3. Ability to effectively respond to the students’, parents’ and educational organizations' questions and statements and to assist the public cooperatively and courteously.
4. Ability to work independently with minimum instructions, adhere to prescribed routines and practices, maintain records, and to make reports requiring accuracy.
5. Knowledge of the college's mission, purpose and goals and the role of the Financial Aid Officer in achieving them.
6. Ability to play a key role in bringing new students into programs and provide them with the opportunity to achieve their personal goals.
7. Ability to demonstrate a positive attitude, motivation, concern for students, teamwork, excellent time management skills, and the work ethic to follow-through on commitment to students and NEIT.

**JOB QUALIFICATIONS:**

* Minimum of high school diploma or equivalent required. **Bachelor’s degree preferred (preferably in Finance or Accounting)**
* Two to three years of finance or college financial aid experience with knowledge of federal Title IV aid programs preferred
* Banner system knowledge helpful
* Ability to work some evenings and weekends as required
* This position is full time, in person, on campus during business hours Monday through Fridays.

Interested candidates should email a cover letter and resume to akelly@neit.edu

Anna Kelly, Director of Financial Aid, New England Institute of Technology, East Greenwich, RI