



American Samoa Community College
EMPLOYMENT OPPORTUNITY
IN-HOUSE EMPLOYMENT OPPORTUNITY

Position Title: Financial Aid Officer
Employment Status: Full Time 12 months (Career Service)

General Description:

The Financial Aid Officer (FAO) is the administrator who assists with financial assistance awards and disbursement of monetary resources. The FAO's primary responsibility is to administer Title IV and institutional financial aid programs. He/she processes applications and assists staff in coordinating the financial assistance and award process for students. The FAO, under the general supervision of the Dean of Student Services, ensures compliance with the Federal Student Aid (FSA) Programs, state and local laws and regulations, and institution policies. The FA position is security-sensitive in scope and service. The FAO promotes awareness to students and parents on financial assistance programs available, and works with the Dean of Student Services in various capacities of financial aid administration, including research and Title IV administration. He/she oversees the overall management of the Financial Aid Office and provides staff and students with financial literacy and management strategies. The FAO conducts outreach with the high schools and community to promote awareness of the financial resources available at ASCC.

Responsibilities and Duties:

Administrative

- Develop and submit for the approval of the Dean of Student Services the annual plans and budget proposal for the Financial Aid Office;
- Participate in local, institutional or College defined committees and or trainings pertinent to planning that may impact financial aid administration (policy review, resource management, leadership, certification etc);
- Participate as a member in College committees and institutional accreditation committees as it relates to financial aid management;
- Work closely with the Dean of Student Services and administration in facilitating discussions on accreditation standards pertaining to student support and financial aid services;
- Work closely with College constituents and federal agencies to ascertain continuous support of the College's vision and mission pertaining to financial aid administration;
- Consult and work closely with Dean of Student Services and Vice President of Academic and Student Services on statistics for aid applications and recipients, funding increases and decreases, and institutional budget requests using data regarding costs and federal aid received.

Technical

- Develop financial aid services, policies and procedures in compliance with US Department of Education and state (American Samoa) regulations
- Manage student employment;
- Administer the financial aid processes, including: applications, verification, eligibility determinations, packaging, grant awards, work-study awards, scholarship awards, return of federal student aid, and professional judgment decisions;
- Supervise and provide training to other designated financial aid staff personnel as necessary

AMERICAN SAMOACOMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
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- Oversee and coordinate the successful completion and submission of the National Student Loan Default (NSLDS) Enrollment Reporting as required by federal regulations under Title IV Administration;
- Organize and establish work flow for Annual Audit and work closely with Independent Auditor to provide all required documentation;
- Plan and prepare FAO Budget and appropriations for recommendation and consideration of the Dean of Student Services;
- Ensure successful completion and submission of Program Participation Agreement (PPA) certification and ensure that PPA is kept up-to-date in accordance with HEA laws;
- Exercise “Professional Judgment” on student appeals (SAP Appeal, Dependency Overrides, current year income, and other special circumstances); review and make final decisions on Professional Judgment;
- Process Federal Pell Grant payment authorizations via the U.S. Department of Education G5 website;
- Provide financial aid counseling to students and processes student financial aid files in accordance with federal and state regulations;
- Ensure successful completion and submission of Federal Reporting such as the Fiscal Operation Report and Application to Participate (FISAP);
- Maintain an accurate file of employee timesheets (number of work hours) and when appropriate update employee job descriptions (accurate notation of position and pay rate);
- Serve as a resource for high school counselors and community based college access programs;
- Maintain membership and participation in professional associations such as NASFAA, which provides opportunities for advocacy and professional development.

Planning

- Conduct research for Cost of Attendance (COA) on costs of housing, transportation, board and other expenses for the territory, and develop the institution’s COA to ensure up-to-date costs are reported accurately per federal regulations. Provide the COA for institutional planning and Auditor review;
- Ensure compliance with record retention requirements in safeguarding all student files and student financial records in compliance with USDOE regulations;
- Attend prospective student functions on campus, including appropriate SGA events;
- Develop and conduct financial aid presentations and participate in outreach activities, such as New Student Orientation, High School Outreach, financial aid workshops, etc.;
- Develop, maintains and keeps up-to-date the Financial Aid Office Standard Operating Procedures (SOP) binder;
- Ensure awareness within the community with respect to financial aid budgeting, financial literacy and financing of an education beyond high school.

Reporting

- Complete and submit Gainful Employment Reporting and ensure that campus compliance of GE Requirements is maintained;
- Work with campus IPEDS key-holder to complete FA IPEDS Data;
- Work with Webmaster to maintain the Financial Aid Office webpage;
- Review the annual authorized amount for campus based programs and plan the allocation of award amounts for the Award Year;

- Transmit ISIRs, messages, and other important documents from the US Department of Education through the ED Connect and Datatel;
- Submit financial aid documents required for the Institution Audit report and consult with the Dean of Student Services on results and outcomes to ensure compliance;
- Oversee correspondence, routine internal reports, preservation of data accuracy, and file maintenance for assigned programs;
- Alert College administration about any proposed legislation that would affect the College or its students;
- Perform other duties as assigned by the Dean of Student Services or the ASCC President.

Minimum Qualifications:

- Master's Degree in Business Administration, Accounting, Public Administration, Management, or related areas.
- At least two-three years of responsible experience in financial aid administration in an academic setting.

Salary Range: GS 17/11-15: \$40,364.00 - \$45,044.00 per annum

Application Deadline: April 28th, 2021 no later than 4:00pm.

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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