Verification Specialist - Office of Financial Aid and Scholarships - 19000001H7

Description

Office of Financial Aid and Scholarships
Division of Enrollment Management
University of Tennessee, Knoxville

The Office of Financial Aid and Scholarships at the University of Tennessee, Knoxville, (UT) invites applications and nominations for a Verification Specialist position. UT is seeking candidates who have the ability to contribute in meaningful ways to the diversity and intercultural goals of the University.

UT is the state’s flagship research institution, a campus of choice for outstanding undergraduates, and a premier graduate institution. Enrolling more than 28,000 students, the campus is located in the foothills of the Great Smoky Mountains in beautiful East Tennessee. As a land-grant university, UT fulfills its access mission through a commitment to excellence in learning, scholarship, and engagement. The Enrollment Management (EM) division comprises more than 150 full-time staff who serve our students through the following departments and functions: Undergraduate Admissions, International Recruitment, One Stop, Financial Aid and Scholarships, University Registrar, and EM Communications.

Duties/Responsibilities:

Responsible for direct coordination of verification and document processing for the Office of Financial Aid & Scholarships. Position requires comprehensive knowledge of federal and state financial aid regulations, need analysis, and governmental agency guidelines, including but not limited to the IRS, Department of Veterans Affairs, Department of Homeland Security, Social Security Administration, and INS, for analyzing applications and related data sent to UT from prospective and current students.

Responsible for coordinating the input, auditing and verification of financial statements submitted through the application process for all aid programs. This complex process requires extensive knowledge of federal verification guidelines. Also assists with identifying and resolving verification issues.

Responsible for entire document processing plan. Monitors the readiness of appeal documents for committee review (including Satisfactory Academic Progress, Special Circumstances, and Dependency appeals). Maintains electronic records for eligibility, reconciliation, and auditing purposes, and performs quality control checks on imaged documents.

Provides training and support regarding the verification program to the One Stop office and other campus partners.

Performs the Federal Return to Title IV (R2T4) processing for student enrollment withdrawals by calculating federal, state, and institutional financial aid eligibility.

Qualifications

Required Qualifications:

High School diploma required, Associates degree preferred. Two or more years of financial aid or tax experience. Working knowledge of federal and state rules and regulations is highly beneficial.

Desired Qualifications:

Excellent oral and communication skills. Ability to write clear, concise letters using effectual writing skills. Sensitive to cultural diversity and ability to communicate and interact with people of all ages and diverse backgrounds. Proven ability to work effectively as a team member. Ability to analyze and interpret data and make independent decisions. Ability to work independently and under time constraints. Familiarity with MS Office products or similar. Ellucian Banner experience preferred.
Applicants should submit a resume and the name, address, and telephone number of three references. Salary is commensurate with experience and qualifications.

Job  Student Services Support
Primary Location  US-Tennessee-Knoxville
Organization  Office Of Financial Aid
Schedule  Full-time
Campus/Institute  Knoxville
Posting Date  Aug 7, 2019