

Financial Aid Administrator
Phagans School of Hair Design

Phagan's Financial Aid office is seeking a qualified individual to work in our fast-paced environment to assist students with the financial aid process from start to finish. This position requires a candidate to have a great attention to detail, excellent communication skills, and the ability to counsel students and parents on a variety of topics related to financial aid and school policies.

Responsibilities (not all inclusive):

- **Provide the highest level of service to all customers, both internal and external.**
- **Work with Education and Admissions Department to counsel financial aid applicants and families as they go through the Financial Aid process.**
- **Review applications and paperwork for completeness; obtain missing documents etc.**
- **Counsel prospective students on Federal Financial Aid that is available to them.**
- **Perform financial needs analysis and calculate aid using federal, state regulations and institutional policies.**
- **Conduct interviews; individually and for groups for up to 15 students**
- **Process new and current students into computer software program.**
- **Ensure that all current students are properly and timely packaged according to program regulations and guidelines.**
- **Audit all files for accuracy, and ensure that they are in compliance with all federal, state, accreditation and institutional guidelines.**

Associates Degree or higher preferred but we will consider all applicants. This position requires computer skills, math, and good problem solving skills. Must be flexible, able to multi-task and handle multiple deadlines. Candidate must be extremely organized to be successful in this position. Opportunity for excellent growth potential in this position.

Contact Barbara or Marcy at the school or send resume to Barbara@phagans.edu.