



Job Specifications

Job Title: State Awards Program Coordinator
BCAT Code: 325X BP
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Handles all state school aid programs, which includes the Hope Scholarship, Leap, Hope Promise, and Teachers, Governor's Scholarships and Service cancelable loans.

Examples of Duties

- Reconciles all state programs processed in Financial Aid Banner.
- Disseminates information to parents and prospective students regarding the guidelines for state and federal aid programs and how to determine eligibility.
- Serves as the university representative to Georgia Student Finance Commission and the Guarantee Authority.
- Conducts classes on how to maintain eligible for state aid.
- Verifies the eligibility and ensures timely payment to eligible students.
- Tracks student's eligibility for state or federal aid.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of federal and state laws and regulations for student aid.
- Ability to communicate effectively verbally and in writing.
- Ability to work under stressful situations.
- Ability to work independently, and perform assignments through oral and written instructions, and/or specific policies and procedures.

Minimum GSU Hiring Standards

Bachelor's degree and three years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.