

NOTICE OF VACANCY
State of New Jersey
Higher Education Student Assistance Authority
Quakerbridge Plaza
Trenton, NJ 08625

ISSUE DATE: November 8, 2021 **CLOSING DATE FOR**
ACCEPTING RESUMES: December 3, 2021

TITLE: Student Financial Aid Administrator 2, Verifier
 Grants & Scholarships – 3 Positions (Unclassified)

SALARY: \$48,767.10- \$68,775.00 (P18)

LOCATION: Higher Education Student Assistance Authority
 Quakerbridge Plaza
 Trenton, NJ 08625

DESCRIPTION:

Under the general direction of a Program Specialist or other supervisory officer in the Higher Education Student Assistance Authority (HESAA), has general responsibility for assisting in the compilation, presentation, monitoring and evaluation of complex data documents, and perform related work as required.

Responsibilities include monitoring, classifying and verification of electronic and paper documents received to support grants and scholarship programs; accurate and timely review of tax return transcripts and other tax documents for those files selected for State aid review which includes financial aid forms, residency tax returns, real estate records, and other business documents and schedules, and following up appropriately on a student's file as applicable.

Identifies and logs received documents into New Jersey Financial Aid Management System. (NJFAMS)

Assists in the preparation of and update of yearly financial aid forms, internal training manuals, and other Grant publications as needed.

Identify and make recommendations for process improvement to ensure accuracy and efficiently within the area.

Trains seasonal temporary agency staff in document logging process and verification process.

Serve and assist walk-in client traffic as applicable for document intake and answering questions from students, families and/or institution financial aid officers in regards to verification and state aid eligibility requirements.

Assist HESAA customer contact center employees with responses to questions from students, families, and/or institution financial aid officers in regards to verification and eligibility.

REQUIREMENTS:

Education: Graduation from an accredited college with a Bachelor's degree.

Experience: One year of experience in student financial aid program management and/or data compilation. Must have excellent oral and written communication skills and be able to organize work assignments. Preference will be given for experience in the financial aid process and with eligibility criteria for various programs according to state regulations.

Note: Applicants who do not possess the required education may substitute additional experience as indicated below on a year-to-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Residency Requirement: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act,:" which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey.

NOTE: This posting may result in personnel actions which will require final approval by HESAA and the Civil Service Commission.

INTERESTED CANDIDATES SHOULD EMAIL A COVER LETTER (REFERRING TO POSITION TITLE) AND RESUME TO HR@HESAA.ORG