

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, Document Coordinator
 Grants & Scholarships (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 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 performing related work as required.

Accept and review tens of thousands of required financial aid documents annually, according to Federal tax laws and State verification requirements and policies. Some examples of records to be reviewed are federal tax returns, marital and household status verification, child support verification, asset verification, real estate mortgage and assessment paperwork, and residency and citizenship status. All documents must be checked for completeness and clarity before moving on to the review process. Much of this process involves multiple communications sent to students to explain and resolve issues.

System updates for document tracking: All documents must be recorded in the New Jersey Financial Aid Management System (NJFAMS) on a daily basis in order for institutions' financial aid officers and/or students to be aware of the current status. Records must be updated, and the student's account must be notated regarding all of their accounts' missing information, any outreach performed in an attempt to resolve discrepancies, and additional relevant circumstances.

Troubleshooting/problem solving: Many times, information is unable to be recorded or loaded into state system because of missing or incorrect information. One responsibility of this position is to review partial match cases to align FAFSA records to the appropriate student/applicant account. Once the student is identified, the partial match files must be merged.

REQUIREMENTS:

Education: Bachelor's degree from an accredited college.

Experience: One year of experience in financial aid program management and/or data analysis compilation. Working knowledge of web-based data systems and experience in data entry. Attention to detail and strong communication skills are required as well as effective time management skills. Knowledge of the Free Application for Federal Student Aid (FAFSA) is a plus.

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