

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Financial Aide Examiner II*

Division: Student Services – Adult Education

Location: Main Campus, 110 Elwood Davis Road, Syracuse, NY

Duties: The successful candidate will need to assist students in completing applications for Federal financial aid (FAFSA) and advise on required documentation. Responsible for reviewing processed applications through the Financial Aid office while maintaining federal regulations, requirements and procedures. Examine and verify eligibility of required documentation for financial aid packages. Review students' record to verify eligibility for financial aid meeting federal regulations concerning admission status and satisfactory academic progress. Attend training sessions and workshops to stay abreast of changes in federal guidelines, regulations and application forms. Assist with federal reporting on completers and maintain VA eligibility. Review and process emergency loans for students eligible for emergency assistance or federal loans. Provide support, guidance, and mentorship to other staff in the department. Applicant should have experience with data entry, attention to detail, strong organization skills and maintenance of databases.

Qualifications: *Open-Competitive:* Minimum Qualifications: 3.5 years of full-time work experience, or its part time equivalent, in examining, evaluating, or assisting in the completion of state and federal financial aid forms in a post-secondary institution OR 4.5 years of full-time work experience, or its part time equivalent, in examining, investigating or evaluating, claims for financial assistance, veterans or unemployment benefits, insurance or a similar program. 30 service credits/Associates Degree

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the **Financial Aide Examiner II** list.

Salary: Grade 13; \$50,994-\$55,575

Starting Date: Effective November 2024

Closing Date: Two (2) weeks from date Notice posted

To apply send resume and cover letter to:
Matthew Tarolli, mtarolli@ocmboces.org

Personnel Department/Recruitment Office
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