1. Designed financial aid reward packages, aligning contents with individuals' monetary and logistical needs.
2. Counseled students and parents about financial aid options and program details.
3. Provided financial aid counseling to enrolled and prospective students.
4. Communicated with prospective students to illustrate available financial aid opportunities within [Area of study].
5. Accepted and processed account payments.
6. Processed federal financial aid verifications per [Area of certification] guidelines.
7. Performed needs analysis of applications, accounting for financial and [Type] background information.
8. Monitored financial aid award notices through [Software].
9. Processed unique financial aid profiles for [Area of study] programs, including undergrad and post-grad applications.
10. Authored presentations and documentation for distribution to current and prospective students.
11. Reviewed financial aid appeals, issuing secondary and final judgments on award packages.
12. Led social media outreach programs, informing prospective students of available financial aid programs.
13. Helped individuals complete physical and electronic paperwork such as FAFSA.
14. Collaborated with community-based organizations to increase economic diversity of applicant pools.
15. Represented financial aid office at group meetings with high school students and parents.
16. Developed prospects for new loans by conducting [Number] cold calls weekly.
17. Obtained copies of applicants' credit histories and reviewed paperwork to determine feasibility of granting loans.
18. Reviewed initial financial aid applications for accuracy and compliance with reporting standards.
19. Complied with regulatory requirements, including Bank Secrecy Act, Anti Money Laundering, OFAC, USA Patriot Act, Privacy Act and Community Reinvestment Act.
20. Presented financial aid workshops to help groups of students and parents navigate process.