1. Provided financial aid counseling to enrolled and prospective students.
2. Reviewed financial aid appeals, issuing secondary and final judgments on award packages.
3. Presented financial aid workshops to help groups of students and parents navigate process.
4. Designed financial aid reward packages, aligning contents with individuals' monetary and logistical needs.
5. Authored presentations and documentation for distribution to current and prospective students.
6. Processed federal financial aid verifications per [Area of certification] guidelines.
7. Reviewed initial financial aid applications for accuracy and compliance with reporting standards.
8. Counseled students and parents about financial aid options and program details.
9. Performed needs analysis of applications, accounting for financial and [Type] background information.
10. Communicated with prospective students to illustrate available financial aid opportunities within [Area of study].
11. Monitored financial aid award notices through [Software].
12. Led social media outreach programs, informing prospective students of available financial aid programs.
13. Processed unique financial aid profiles for [Area of study] programs, including undergrad and post-grad applications.
14. Accepted and processed account payments.
15. Collaborated with community-based organizations to increase economic diversity of applicant pools.
16. Boosted sales by [Number]% and exceeded sales target by employing consultative sales tactics and superior customer care.
17. Educated clients on various financial matters and provided professional recommendations on investment opportunities, products and services based on each clients' individual needs.
18. Represented financial aid office at group meetings with high school students and parents.
19. Researched [Type] rules and regulations, interviewed industry experts, constructed financial models, performed sensitivity analyses and compiled final reports to deliver top-notch service to customers.
20. Helped individuals complete physical and electronic paperwork such as FAFSA.