

# WHAT FINANCIAL AID ADMINISTRATORS DO

Student aid provides billions of dollars nationally for students to pursue postsecondary education in the form of grants, loans, and student employment. Financial aid administrators **help students achieve their educational potential** by helping award and disburse monetary resources. With money, however, comes rules, conditions, reports, disclosures, and sometimes unrelated social agendas, the effects of which can extend well beyond the financial aid office into many other areas of an institution. The typical financial aid administrator wears many hats and is a **rich resource for the institution**. What can they do for you?

**Know what aid is available**, who qualifies for aid, how aid is equitably distributed, and the renewal requirements for subsequent years

**Help students file** applications accurately and **verify** their eligibility for aid

Assist students on a personal level by **fostering financial literacy and debt management**, and by mitigating unusual circumstances that might otherwise hinder a student's academic progress

**Advocate** for streamlining and simplifying the aid application process

## FOR STUDENTS & FAMILIES

**Help enroll and retain students**; many students could not attend or remain in school without financial assistance

Facilitate receipt of substantial sums of money to **help students meet institutional costs**

**Provide student employment**; on-campus jobs help support academic departments, libraries, food service, and other facets of institutional operations

**Ensure compliance** with voluminous and detailed federal, state, and local regulations, and often coordinate campus-wide compliance and reporting requirement efforts

**Maintain membership** and participate in professional associations, such as NASFAA, which provides opportunities for advocacy and professional development

## FOR THE INSTITUTION

## FOR THE COMMUNITY

**Provide student employees** for community service projects, literacy projects, and local businesses

**Act as a resource for high school counselors** and community-based college access programs and initiatives

Speak at college nights or other events to **explain budgeting, financial literacy, and financing** an education beyond high school

Serve as a **resource for working adults** who may have an interest in attending or completing college

## FOR YOU & YOUR OFFICE

**Provide statistics** related to aid applicants/recipients and funding increases/decreases

Help **justify institutional budget requests** to the state, school governing board, or board of trustees using data regarding student costs and federal aid received

Contribute information/data for **public and community relations**, and recruitment of students and staff

**Advocate** for adequate levels of student aid funding and reasonable eligibility criteria at the local, state and national levels

**Alert the school administration** if grassroots support or opposition is needed in response to proposed legislation that would affect the institution or its students

# HOW A FINANCIAL AID OFFICE CONNECTS WITH OTHER OFFICES ON CAMPUS

Financial aid administrators perform a myriad of functions across the entire institution. Below is a sample of some general types of information coming into the financial aid office (FAO) from outside sources and the types of information going out from the FAO to other functional areas on campus.



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*\*Please note: some campuses may be structured differently or might assign responsibilities for requirements not directly related to financial aid differently, so information flow reporting can vary.*