FISK UNIVERSITY

Job Description Form

Position Title: Banner Coordinator

Department: Financial Aid & Information Technology Services (ITS)

Reports To: Director of Financial Aid & Director of ITS

FLSA Designation: Exempt

Bargaining Unit Position: No

Date Written/Revised: September 2012

POSITION SUMMARY

Provide technical support for the Financial Aid Office's required processes and reporting duties, and work with Information Technology Staff to evaluate current day-to-day processes of administrative business units in support of business processes.

ESSENTIAL FUNCTIONS

List job responsibilities/functions here:

Financial Aid:

1. Assist the Director in the daily operations of the department's computer system.
2. Transmit and download electronic files from The Department of Education
3. Manage the EDE software.
4. Process Student Aid Report and transmit via EDExpress

5. Load ISIR records into Banner.
6. Serve as backup for Data Entry staff.
7. Run daily computer processes and reports.
8. Schedule computer processes and reports.
9. Set up testing in Banner to include New Year setup
10. Assist the Director with daily processes (e.g., packaging, RFMS, disbursements, all letter generations, and FRAG listings).
11. Complete setup of Banner each academic school year for incoming and returning students.
12. Provided assistance to Business Office concerning disbursements.
13. Meet with the Director and Assistant Director to recommend and participate in the development and implementation of Data Entry departmental policies and procedures.
14. Run reports from Banner and Microsoft Access daily and upon request.
15. Perform technical support for counselor's computers.
16. Process tracking letters and awards for incoming students.
17. Process FFLP Loan disbursements to student's accounts
18. Perform other duties as assigned by the Director.

SECONDARY FUNCTIONS

Financial Aid:

Applicant must work closely with external office personnel to establish a cohesive processing procedures that support the delivery and reporting of Title IV, State and Institutional aid.

Information Technology Services

1. Provide and assist ITS staff in the training and development of current banner users as it relates to specific tasks and functions necessary for each business

unit to become more proficient and efficient in Banner.

2. Participate and support in the migration of the University to Banner 8.0, to include assisting in the planning, testing and implementation of the system.

3. Learn, develop, support and gain exposure to backend functionality and system processes to assist and build on current expertise required at the application level.

ORGANIZATIONAL RESPONSIBILITY

No direct reports

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

Applicant must possess a full knowledge of the SCT/Banner FAM Module and its functions. Also should have complete working knowledge of the Openet, EdExpress, and EdConnect systems and FTP Processes. Some knowledge of SCT/Banner Finance Module and SCT/Banner Student Module considered a plus.

QUALIFICATIONS

Education: Bachelor's degree required.

Experience: Minimum 5 years as a Functional Coordinator in a Financial Aid Office

Licenses or Certificates: None required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25

pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.