



## Passport to College Financial Aid Administrator Role Description

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The Passport **Financial Aid Administrator** (FAA) must be knowledgeable about federal, state, and private financial aid programs for foster youth, as well as the regulations, policies, and practices developed to support financial aid receipt for students from foster care.

The Passport FAA will collaborate closely with the campus' Passport Designated Support Staff (DSS).

Please use the following role description to assess who on your campus would be an ideal FAA for your college's Passport students.

### Necessary Knowledge:

An ideal choice for a Passport FAA would have knowledge of the following:

- Financial aid, scholarship, and other funding and support opportunities for Alumni of Care and unaccompanied homeless youth
- Independent youth status for financial aid
- Washington Student Achievement Council (WSAC) funding processes

### Necessary Skills and Abilities:

An ideal choice for a campus FAA would possess **most, if not all**, of the institutional support and individual capacity to employ the following skills and abilities:

- Access aid systems (e.g., WSAC Portal, FAM) intended to identify Passport students on campus
- Interpret and apply federal and state financial aid policies intended to support students from foster care
- Assist Passport students in maximizing their financial aid resources
- Review each Passport student's individual budget, recognizing the student's actual cost of attendance
- Award Passport students with the maximum aid available according to their actual cost of attendance, minimizing reliance on loans
- Contribute to a supportive culture for foster youth within the campus community
- Relate to and communicate with a diverse population
- Develop a positive rapport with students
- Identify flexible and creative resource solutions
- Manage financial aid funds allocated to the program for support of Passport-eligible students
- Participate in financial aid training offered by WSAC