

JOB DESCRIPTION
SAINT MARY'S COLLEGE

Date: September 2015
Title: Financial Aid Counselor

Level: Exempt
Classification Code: SG-1

GENERAL STATEMENT OF DUTIES

The Financial Aid Counselor counsels graduate and undergraduate students and parents on the financial aid process, eligibility requirements, and long-term financial aid planning. Specific day to day responsibilities also include completing verification, evaluating need analysis, creating aid packages and reviewing special circumstances appeals. Occasional public speaking is required.

SUPERVISION RECEIVED

Receives general supervision from the Director of Financial Aid.

SUPERVISION EXERCISED

May exercise supervision over the clerical staff and student workers.

QUALIFICATIONS

- Bachelor's degree
- Excellent communication and customer service skills, both verbal and written.
- Ability to work independently and also to work well with others in a team environment.
- Knowledge of basic math.
- Customer service experience.
- Ability to project a positive public image.
- Willingness to travel for training or outreach activities.

ADDITIONAL DESIRED QUALIFICATIONS

- Prior financial aid experience, including an understanding of need analysis and financial aid packaging.
- Knowledge of federal and state aid regulations.
- Knowledge of basic accounting.
- Public speaking experience.
- Experience working with Banner, Word and Excel.

ESSENTIAL JOB FUNCTIONS

- Counsels students and parents in regards to financial aid process and eligibility.
- Performs verification, need analysis and packaging in accordance with current federal and institutional guidelines.
- Performs both on campus and off campus outreach activities by representing the Financial Aid Office at open houses, high school visits and various other events.

EXAMPLES OF DUTIES

- Completes and reviews data entry of award packages into Banner.
- Prepares correspondence required to resolve application conflicts.
- Reviews and processes appeals for reevaluation of financial aid eligibility.
- Provides budget and financial aid counseling to individual students.
- Represents Saint Mary's College by leading information sessions at both on-campus and off-campus programs regarding federal and institutional financial aid programs.

- Serves as the primary back-up of the front desk staff as needed.
- Performs other job related duties as assigned.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities and requirements.