

# Sul Ross State University

## Position Description

**Official Title:** Financial Assistance and Scholarship Counselor **Salary Group:** 9 **Job Code:** 3708

### Summary

Function: Assists financial aid specialists with student processes and scholarships. Serves as a front line informational specialist and liaison for scholarship information including the maintenance of Academic Works.

Scope: Alpine Main campus

### Duties

Participate in University recruitment/admissions activities as primary representative from the Office of Student Financial Aid. Present information and answer questions in order to educate prospective applicants, parents, guidance counselors and the general public at financial aid workshops and public awareness including scholarship information. Acts as liaison between finance and accounting to establish annual scholarship amounts for awarding and convenes scholarship award committees to review scholarship requirements and applicants. Maintain scholarship agreements and assure that requirements are accurately reflected in Academic Works scholarship parameters as well as scholarship brochure. Coordinate scholarship data in Academic Works with Banner Create messaging for specific scholarship target groups (i.e. Honors students).

Essential: Advising students regarding financial aid issues; correspond with students; assist with development of forms and brochures; maintenance of student records in compliance with federal regulations; electronic application processing; process short term loans; assist with daily student file imports/extracts; daily jobs/processes; data entry; Imaging of forms into student records: Scholarship Processes.

### Supervision

Received: Reports directly to the Director of Financial Aid for all financial aid policies and awarding processes, regulations, reporting, and federal and state reporting requirements.

### Education

Required: Bachelor's degree.

### Experience

Preferred: Experience with Banner.

**Equipment/Skills**

Required: Knowledge of financial aid; ability to utilize computer technology including mainframe and PC dual systems; effective oral and written communication skills to deal effectively with a diverse population; ability to work independently.

Preferred: Knowledge of computerized financial aid delivery systems

**Working Conditions**

Usual: Office conditions; office hours 8 am - 5 pm Monday through Friday.

Exempt from overtime provisions. Some travel is required. Position is Security Sensitive.

Special: During registration may work 10-12 hours per day.

Dated: 10/16/2015

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