

Sul Ross State University
Position Description

Official Title: Financial Aid Counselor

Salary Group: 13

Job Code: 3701

Summary

Function: Student Financial Aid Counseling.

Scope: Alpine, Uvalde, Del Rio, and Eagle Pass.

Duties

Essential: Assist with the management of student financial aid files and ensure that students meet appropriate criteria; assist with the reviewing of financial aid applications and packaging awards for eligible students; assist with registration procedures; maintain official records; counsel with students regarding their financial aid concerns; review applications, verify and process awards; process mail correspondence; data entry; verify entrance and exit interviews; administer short term loan program; assist with processing consortium agreements; maintain student records in compliance with federal regulations; keep abreast of regulations affecting financial aid; correspond with students regarding their inquiries; other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: General supervision and instruction from the Assistant Director of Financial Aid.

Given: coordinate activities FA clerks and work study assistants

Education

Required: Bachelor's degree.

Preferred: Training in business and/or student services. Bilingual in Spanish.

Experience

Required: One year financial aid and/or admissions experience; experience with computerized systems; ability to relate to students in a multicultural environment; experience with word processing (MS Word).

Equipment/Skills

Required: Strong verbal and written communication skills; strong organizational skills; standard office machines and computer skills.

Working Conditions

Usual: Office conditions. Exempt from overtime provisions. Position is Security Sensitive.

Special: May work extra hours during registration; some travel.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.