



JOB DESCRIPTION

JOB TITLE: Financial Aid Counselor

REPORTS TO: Director of Financial Aid

CLASSIFICATION: Professional II

STATUS: Full time, non-exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: This position is responsible for counseling and advising students and parents on the Financial Aid process. The Financial Aid Counselor will help students complete FAFSA, determine eligibility of Federal Student Aid for individual programs, and make awards to students. The Counselor will also make adjustments to awards during the year. Work is performed under the supervision of the Director of Financial Aid on the Warner and/or Muskogee campuses.

DUTIES AND RESPONSIBILITIES:

- Assist in oversight and maintenance of all financial aid programs
- Counsel and advise students, prospective students and their parents who are applying for Financial Aid
- Determine individual aid applicant's eligibility for various grants, loans, and work programs
- Keep detailed records and documentation on individual student applicants assigned to his/her supervision
- Maintain compliance with state and federal regulations as they pertain to student financial assistance
- Participate in on-campus and off-campus workshops designated to for training purposes for Financial Aid
- Assist with oversight of satisfactory academic progress program to maintain academic excellence within regulatory constraints
- Works in conjunction with the Director and other financial aid staff members to represent Connors at public relations events that correlate with the need for financial aid presentations
- Performs all other duties and responsibilities assigned by the Director of Financial Aid
- Completes monthly Enrollment Reporting process
- Responsible for oversight, request, and reconciliation of the Oklahoma Tuition Aid Grant (OTAG)

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Self-directed, with good organizational skills
- Ability to act independently as well as part of a team
- Must possess excellent customer service skills and be adaptable to changing work environment
- Good working knowledge of Microsoft Office with emphasis on working with spreadsheet data
- Must possess good oral and written communication skills
- Must be able to perform multiple tasks simultaneously
- Ability to manage multiple projects and meet deadlines
- Maintain confidentiality
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree required
- Previous experience in Financial Aid, Higher Education, or related field is preferred
- Must be familiar with federal, state, and institutional programs and the requirements for administering each program
- 1-2 years related work experience

SPECIAL REQUIREMENTS:

- Must be able to work at the location that best serves the institutional needs of CSC
- Some travel required to serve institutional needs
- Some irregular work hours required to serve institutional needs

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ **DATE:** _____