CONNORS STATE COLLEGE
Building Futures One At A Time Since 1908

JOB ANNOUNCEMENT

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 with 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 applicants for individual programs, and make awards to students. The Counselor will also make adjustments to awards during the year. The Counselor is also responsible for assisting the Director with the preparation, submission and reconciliation of Federal and state funds allocated to CSC. Work is performed under the supervision of the Director of Financial Aid on the Warner and/or Muskogee campuses.

DUTIES AND RESPONSIBILITIES:

- Prepare, submit and reconcile Federal and state funds
- Oversee and maintain Federal Student Work Study and Direct Loan programs
- Counsel and advise students and 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
- Keep abreast of changing regulations governing each aid program
- Participate in on-campus and off-campus workshops designated to acquaint students, parents, and high school counselors with Financial Aid
- Assist with oversight of the Second Chance Pell Program
- Communicate with correctional staff about student documents
- Travel to the correctional facilities to assist with FAFSA applications and necessary paperwork

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.