



**DATE ISSUED:** 09/05

**FLSA:** Non-Exempt

**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Financial Aid Counselor I

### **JOB SUMMARY**

Performs operational duties in the Financial Aid Office. Counsels with students, prospective students, and other clients. Verifies applicant information and makes financial aid awards. Serves as a resource for the department. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Financial Aid Administrator

*Supervises:* May supervise clerical staff and Student Assistants

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Performs verification on selected applicants.  
Counsels applicants and families on financial aid information and application directions.  
Reviews College Work Study earnings report to prevent earnings from exceeding awards.  
Trains and supervises student assistants.  
Conducts financial aid information sessions.  
Conducts formal financial aid presentations, both on and off campus.  
Reviews NSLDS student monitoring report.  
Reviews unconverted records report & ISIRs.  
Reviews applications and makes awards which may be reviewed by an administrator.  
Assists with the checking of satisfactory academic progress.  
Assists in cases where the use of professional judgment in special circumstance situations is required to revise student financial aid eligibility and cost of attendance.

**ADDITIONAL DUTIES**

Performs other duties as requested.

**EDUCATION**

High school diploma or equivalent required. Bachelor's degree preferred.

**EXPERIENCE**

One year of general financial aid experience required.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Ability to use a 10-key calculator by touch are helpful.

Knowledge and understanding of current financial aid needs analysis methodology.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Skill in dealing with the students and other clients in a friendly, courteous, and professional manner.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Ability to travel to other TWU Centers for information presentations.

Ability to use a personal computer and other office equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must have the ability to occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is

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performed primarily indoors. The noise level in the work environment is usually low to moderate.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***