



DATE ISSUED: 04/10
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Financial Aid Counselor II

JOB SUMMARY

Performs operational duties in the Financial Aid Office including managing office in the absence of administrators. Counsels with students, prospective students, and other clients regarding the financial aid application process and estimated awards. Verifies applicant information and makes financial aid awards. Reviews and adjusts awards to prevent over awards. Serves as 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:

Assists in maintaining compliance with federal, state, institutional and NCAA policies, procedures and regulations.
Reviews applications and awards financial aid.
Revises financial aid awards to prevent over awards.
Performs verification on selected applicants.
Checks satisfactory academic progress.
Counsels applicants and families on financial aid information and application directions.
Trains and supervises clerical and student assistants.
Acts as an office resource.
Assists with checking satisfactory academic progress.
Reviews NSLDS student monitoring report.
Reviews unconverted records report & ISIRs.
Conducts financial aid information sessions.

Conducts formal financial aid presentations, both on and off campus.
Assists in the development of departmental policies and procedures.
Calculates return of Title IV funds.
Evaluates and processes dependency change requests.
Uses professional judgment in special circumstance situations to revise student financial aid eligibility and cost of attendance.
Assists in forms development and revision.
Serves as office manager in absence of administrators.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

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

EXPERIENCE

Two years of general financial aid experience required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

Ability to use a 10-key calculator by touch are helpful.
In-depth knowledge and understanding of current financial aid needs analysis methodology, and federal and state financial aid program guidelines.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Skill in dealing with 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 centers and off campus sites 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 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.

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