

# Financial Aid Counselor

## *Office of Financial Aid*

### **Position Summary:**

The Financial Aid Counselor is responsible for the overall management and administration of financial aid opportunities for both prospective and returning students. The Financial Aid Counselor is also responsible for the coordination of specific financial aid programs as assigned by the Director of Financial Aid.

### **Essential Functions:**

- Effectively communicate Financial Aid policies/procedures/federal and state guidelines/regulations to students, staff, and faculty regarding available sources of aid and eligibility requirements.
- Counsel prospective and returning students concerning the availability of financial aid by appointment or walk-in basis.
- Responsible for timely completion of verification paperwork.
- Ensure that all corrections have been completed.
- Completing work study packets and working with HR on finalizing processing.
- Assist with reconciling federal work study.
- Responsible for ensuring that both federal and state requirements are met based on the type of aid awarded.
- Responsible for adjusting awards as needed if a student becomes over awarded.
- Monitor reports directly associated with the packaging process.
- Represent the Financial Aid Office as needed.
- Other duties as assigned.

### **Education, Skills, and Experience Required:**

A Bachelor's degree is preferred. Experience with Banner is not required but strongly preferred. The position requires strong ability to communicate, organize, and manage. A commitment to the Christian-based mission of Mississippi College is also required.

**Reports to:** Director of Financial Aid

**FMLA Status:** Non-exempt