

Allen University  
Position Description

## **Financial Aid Counselor**

Office of Student Financial Aid

### **Job Summary:**

Under the general direction of the Director of Financial Aid, the Financial Aid Counselor is responsible for assisting in the administration of Title IV, State, institutional and private funds made available to students in the form of scholarships, grants, loans and employment.

### **Salary: Commensurate with Experience**

### **Responsibilities:**

- Interpret federal, state and University regulations and policies to determine eligibility of for federal, state and institutional financial assistance. Award financial aid and conduct a wide range of activities necessary for the processing, tracking and delivery of grants, loans and scholarships.
- Review student aid applications for completeness, collect required documentation to meet federal and institutional requirements while using electronic tools to notify students of individual requirements and to track receipt of documents and completion of student eligibility requirements. Track all incoming documents for processing into the PowerFails system; compose and mail routine letters; and responds to inquiries.
- Perform federally mandated verification and need analysis processes and corrects student data by visual analysis of parent and student tax returns and other verification documents. Use electronic tools to recalculate eligibility and to resubmit data to the federal processor when required by regulations.
- Determine initial or recalculated eligibility for a variety of federal and state financial aid programs, make awards from each program based on student eligibility, availability of funds and institutional awarding policies; place students in Federal Work Study assignments and monitor earnings; perform direct lending processes as assigned.
- Provide counseling to perspective and enrolled students and parents regarding the financial aid process and the proper application steps to

secure financial aid, scholarships and alternative funding sources to meet educational cost.

- Contribute to the University's recruitment/retention efforts through campus outreach, high school visitation, college fairs and alumni activities.
- Serve as liaison between financial aid and other campus offices regarding financial aid processing and administration.
- Maintains records of student work-study contracts, required signatures, and accompanying identification, and tracks the number of hours worked and amount of money earned by each student employed through the Federal Work Study Program of the University;
- With minimum of instructions, initiates correspondence on a variety of matters; composes letters and e-mail with explanations or clarification;
- Other duties as assigned

**Qualifications:**

Master's degree or equivalent. At least two years in a college financial aid office and/or related college department. Knowledge of federal Title IV and state financial aid programs highly desirable. Experience with reconciliation of all fund types and Federal Work Study. Basic accounting skills are necessary. Experience with institutional awarding strategies in the context of enrollment and retention goals at a private college and knowledge of PowerFaid and Jenzabar a plus.