

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Financial Aid Counselor, Senior

EEO CATEGORY: Professional

JOB NUMBER: 9-2117

STATUS & GRADE: E-10

DATE: 01/2007

DEPARTMENT: Financial Aid

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's Degree in Business, Counseling, Student Services, or other related field. Minimum one (1) year experience in school or college counseling, or financial aid activities or equivalent would be helpful. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To supervise Financial Aid Counselors and assist in counseling perspective financial aid applicants and parents concerning financial planning, with emphasis on the application process and available aid programs for qualifying applicants. To advise applicants who are ineligible for need-based assistance on alternative methods of meeting educational expenses. To counsel financial aid applicants/recipients on academic progress requirements as related to aid eligibility. To counsel financial aid applicants/recipients in all areas of financial planning, with emphasis on Pre-Loan/Exit Interviews and Debt Management.

SUPERVISION GIVEN & RECEIVED: Provide working supervision to Financial Aid Counselors, assistants, and student assistants. Receives minimum direction from the Director and Assistant Director of Financial Aid.

PRIMARY RESPONSIBILITIES: Responsibilities may include but are not necessarily limited to the following: Primary focus will be for graduate and post-baccalaureate students. Serve as liaison between the five colleges, students and the aid office. Coordinate outreach activities for both on and off-campus programs. Responsible for Counselor staff training. Recommend Special Conditions and Dependency Override cases to Director. Provide financial aid information to prospective and currently enrolled students, parents, high school/community college counselors. Assist with awards, verification, appeals, and other aid processes. Interprets and maintains knowledge of current federal, state and institutional policies and procedures pertaining to financial aid programs. Use independent judgment and discretion to supervise aid office counselors, including oversight of accurate and timely processing of applications and forms in compliance with applicable regulations. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Other University departments, local vendors, and off-campus agencies. Have knowledge of Microsoft Word, Powerpoint, Publisher.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.