JOB POSTING

Financial Aid Counselor
(Greenbrier Valley Campus)

Summary of Responsibilities:
Under minimum supervision the Financial Aid Counselor provides financial aid counseling and related information to prospective and continuing students and their families. Also works with federal and state agencies and other personnel associated with enrollment to provide services.

Duties and Responsibilities:
 Counsels currently enrolled and prospective students on financial aid procedures, eligibility requirements, aid availability, etc. Answers inquiries regarding financial aid programs and policies. Informs students of important dates of financial aid process deadlines, etc. Analyzes and inputs student and family information from various financial documentation. Maintains student financial aid records, including personal data. Awards all types of financial aid based on established eligibility and packaging policies. Assists with special circumstances, professional judgment and awarding of summer school aid. Monitors satisfactory academic progress policies. Calculates return of funds for students who have withdrawn.
 Assists in the development and maintenance of a comprehensive awarding policy, working with the Director of Financial Aid and others, to utilize campus-based and institutional funds. Assists in implementation of pre-semester packaging, awarding, appropriation of financial aid notifications and disbursements; processing of verification of eligibility for financial assistance for students; processing of verification of eligibility for financial assistance. Review over awards and make adjustments as needed. Continually monitors ever changing rules, regulations, policy bulletins and statutes from the Federal and State government, other external agencies and similar sources. Reviews applications for alternative loans.
 Work with other staff to develop and monitor procedures for various WV state scholarship and grant programs, which may include National Guard, Veterans, TAA/WIA or similar
 Assists with student orientation, registration, admissions and student service activities serving as back up for other student service areas when needed. Conducts financial aid workshops/seminars for various groups such as parents, students, and high schools. Attend financial aid conferences, seminars and training sessions in order to remain current on federal, state and other financial aid regulations as required. Presents financial aid information to students and parents at on-campus activities; high school financial aid nights; and other events as scheduled. Extra hours, including some Saturdays, may be required as established by the Director of Financial Aid.
 Continually reviews financial aid information for updated information. Assists with creation and updating of FA informational brochures, forms, letter formats, and other student communication.

May be required to travel between campuses.
Education:
- Bachelor’s Degree is required.

Experience:
- Over one (1) year of experience in the following areas is required:
  - Providing customer service
  - Post secondary education policies and procedures
  - Word processing, spreadsheets, and database applications
- Experience with Financial Aid programs is preferred

An equivalent combination of education and/or related experience may be acceptable.

Skills, Knowledge and Abilities:
- Excellent computer skills (Excel, Access, Word Processing, BANNER and Internet)
- Ability to multi-task
- Strong organizational skills
- Ability to interact with the public
- Attention to detail
- Adept problem solving skills
- Ability to communicate tactfully in writing and orally
- Extensive knowledge of general office procedures and practices
- Knowledge of government rules, regulations, guidelines, and processes related to the financial aid field

Candidates must successfully complete a background screening post-offer of employment.

Reports to:
- Financial Aid Manager

Classification/Compensation:
- This is a classified, exempt position; pay grade 16, starting at $28,821 per year.

Applications:
Only candidates meeting the minimum qualifications will be considered. Candidates must submit an Employment Application and a copy of college transcripts to the address below. For full consideration, application materials must be received by July 14, 2014 at 4:45 p.m. Position is subject to funding availability and is open until filled. AA/EOE/ADA

New River Community and Technical College
Office of Human Resources
167 Dye Drive
Beckley, WV 25801

Or, Preferred:

Email: hr@newriver.edu