

## Sam Houston State University Human Resources

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### Staff Classification Description – Financial Aid Counselor, Senior

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**Skill Category:** Professional  
**Position (Employee) Class:** 3N555 (E1)  
**Grade:** 10  
**Date:** 08/2017

**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. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Supervise Financial Aid Counselors and assists in counseling perspective financial aid applicants and parents concerning financial planning, with emphasis on the application process and available aid programs for qualifying applicants.

**Supervision Given & Received:** Works under minimum direction and may provide working supervision to Financial Aid Counselors, assistants, and student assistants.

**Primary Responsibilities:** Serves as liaison between the five colleges, students and the aid office. Coordinates outreach activities for both on and off-campus programs. Responsible for Counselor staff training. Recommends Special Conditions and Dependency Override cases to Director. Provides financial aid information to prospective and currently enrolled students, parents, high school/community college counselors. Assists with awards, verification, appeals, and other aid processes. Advises applicants who are ineligible for need-based assistance on alternative methods of meeting educational expenses. Counsels financial aid applicants/recipients on academic progress requirements as related to aid eligibility. Counsel financial aid applicants/recipients in all areas of financial planning, with emphasis on Pre-Loan/Exit Interviews and Debt Management. Interprets and maintains knowledge of current federal, state and institutional policies and procedures pertaining to financial aid programs. Uses 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. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**