

## Sam Houston State University Human Resources

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### Staff Classification Description – Financial Aid Counselor

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**Skill Category:** Professional

**Position (Employee) Class:** 3N554 (E1)

**Grade:** 09

**Date:** 08/2017

**Department:** Financial Aid

**Educational & Experience Requirements:** Bachelor's degree in Business, Counseling, Student Services, or related field. 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:** To counsel prospective 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:** Work is performed with minimum supervision from the Financial Aid Assistant Director. May provide working supervision to Financial Aid Assistants and student employees.

**Primary Responsibilities:** Discuss any programs administered by the Financial Aid Office that may be unique to the student's field of study. Assist students with completing application forms. Coordinate loan application/recipient seminars of disbursement limits, current interest rates, financial planning, debt management, and borrower rights/responsibilities prior to disbursement of loan funds and upon student's exit from the university. Assist students with alternative methods of meeting tuition and fees and/or other educational expenses when need-based aid is not immediately available. Discuss regulations regarding satisfactory academic progress. Coordinate participation in the Beginning Freshman/Transfer Orientation programs and high school Visitation Day including preparation of application packets. Performs other related duties as assigned.

**Other Specifications:** Contacts would include students and parents.

**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.**