



SHERMAN-DENISON ♦ VAN ALSTYNE, TEXAS

POSITION ANNOUNCEMENT

FINANCIAL AID COUNSELOR

General Description

Will advise students concerning their financial aid including: determining eligibility and awards, notifying students of their awards and monitoring student academic progress according to federal and state regulations. Must possess the ability to work in a fast paced environment and have the ability to multitask.

Responsibilities: Responsible for all aspects of processing and packaging all financial aid including: Federal Pell Grants, Federal Student Loans, College Work Study and Financial Aid Exemptions. Tasks will include: verifying documents to assure that all federal requirements have been met, posting data to the student management information system and the Department of Education software, analyzing satisfactory progress, conduct financial aid workshops and financial literacy seminars, lead Federal Loan Default Aversion Taskforce, interpret and explain financial aid processes and procedures both internally and to a variety of external organizations, agencies, and community groups, assist students and/or parents in completing the Federal Application for Federal Student Aid. Perform routine functions of the Office of Financial Aid including answering the telephone, typing and drafting letters, and other duties as assigned. Must be willing to work some evenings and includes some limited travel.

Qualifications:

Expected – Bachelor degree in management, business or commensurate field or commensurate experience and background. Good oral, written and interpersonal skills; Excellent mathematical and analytical skills; Ability to work independently and as part of a team; Computer proficiency including Office: Word, Excel; internet skills and email in a network environment. The applicant must be able to work effectively under stressful conditions while maintaining a cordial and positive demeanor. Must be student/customer oriented with the ability to interact positively with students, staff and the general public.

Preferred – Bachelor degree with federal financial aid experience, a proficiency in POISE, expert level in Excel and a minimum of intermediate level in Access.

Application Closing: Until Filled

Employment Date: As Soon as Possible

Salary: \$27,000

Benefits: Group Health and Life Ins. (60+ day waiting period for Health), Educational Retirement, Disability/Dental Ins. (opt.), Social Security.

IMPORTANT NOTE TO ALL APPLICANTS: Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you **MUST** include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In **addition** to a Grayson College application the following must be provided:

- Resume
- Transcripts of all college work (**Copies should only be submitted at time of application.** Official transcripts will be required prior to job offer)
- Certification
- A list of Three (3) professional references.

This is a security sensitive position. For position information contact: Human Resources Department, Grayson College, 6101 Grayson Drive, Denison, TX 75020 or e-mail jobs@grayson.edu. For questions, please call (903) 463-8770.

GRAYSON COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION PROVIDING EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES ON THE BASIS OF MERIT AND WITHOUT DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, OR DISABILITY.

ADA/Section 504 and Title IX Coordinator, Director of Human Resources, 6101 Grayson Drive, Denison, TX 75020-(903) 415-2624.