JOB DESCRIPTION

Position: Financial Aid Counselor or Assistant Director of Financial Aid

Reports to: Director of Financial Aid

Salary Grade: A3  FLSA Status: Exempt

Scope: Responsible for the overall financial aid awards of a designated group of the undergraduate financial aid applicants. Administers specific programs to ensure federal regulations and institutional goals are met.

Basic Responsibilities:

- Determine financial aid eligibility and award financial aid for a designated group of McDaniel undergraduate students.
- Counsel parents and students (prospective and returning) concerning individual awards, general information, financial aid process, and parental financing options.
- Administer State Scholarship Programs.
- Coordinate Off-Campus scholarships.
- Administers the FWS Program.
- Administer Federal Family Education Loan Program and private loans.
- Act as Liaison with ROTC Office.
- Oversee the content of the Office Web Site.
- Make financial presentations at local high schools
- Participate in the development of and assist in maintaining the policy and procedure manual.
- Collaborate with other student service office to provide quality customer service.
- Other duties as assigned.

Specific Responsibilities:

I. Determines financial aid eligibility and awards financial aid for a portion of McDaniel financial aid applicants
   a. Collects and/or analyzes financial data on students to determine aid eligibility and make awards within federal, state, and institutional policies
   b. Adjusts needs analysis data and awards as necessary for special circumstances, receipt of additional aid, and changes in enrollment
   c. Conducts federal verification process using federal guidelines
   d. Notifies students of changes in eligibility awards

II. Counsel parents and students (prospective and returning) concerning individual awards, general information, financial aid process, and other financing options

Revisions: 8/12/14, 3/22/15
a. Explains all financial aid processes and needs analysis results as needed to students and parents
b. Counsels students and parents regarding individual awards, family contribution figures, and other financing options
c. Counsels students about loan obligations, retaining eligibility for aid, changes in eligibility, and all other questions pertaining to their financial aid

III. Administers State Scholarship Programs
    a. Responsible for requesting electronic data of awards from the State of Maryland
    b. Adds awards to student financial aid record, adjusts other aid as needed, returns funds as needed, and notifies students
    c. Completes all billings rosters and other reports required by various state agencies
    d. Submits individual student documentation to the State of Maryland to maximize funds levels
    e. Handles unusual situations and problems on behalf of McDaniel and its students

IV. Coordinates off-campus scholarships
    a. Adjusts individual awards as needed
    b. Nominates students for certain scholarships (notify student, collect application material, submit nomination)
    c. Disseminates scholarship information to students

V. Administers FWS Program
    a. Oversees the compilation of the available job listing on campus and the distribution of the lists to students
    b. Manages the community service FWS job offerings by acting as a liaison with off campus agencies to ensure the college meets the federal requirements for community service
    c. Develop new community service jobs
    d. Provides lists of FWS students to departments on request
    e. Checks monthly earnings of FWS workers
    f. Notifies students and employers of possible overawards
    g. Adjusts awards as needed

VI. Acts as a liaison with McDaniel ROTC office
    a. Work with ROTC Office to identify ROTC scholarship recipients.
    b. Revise students’ financial aid awards as needed.

VII. Oversees content of office website.
    a. Ensure all forms on the site are current.
    b. Review content for accuracy and effectiveness
    c. Propose site changes to Director of Financial Aid
    d. Work with Office of Communications and Marketing to implement changes

VIII. Make Financial Aid presentations to local high schools and other organizations as requested
     a. Prepare and update presentation about the financial aid process

Revisions: 8/12/14, 3/22/15
b. Secure materials to hand out
c. Give presentations and answer questions

IX. Participate in the development of and assist in maintaining the policy and procedure manual.
X. Collaborate with other student service office to provide quality customer service.
XI. Other duties as assigned.

Qualifications:

- Knowledge of financial aid procedures, formulas, and federal and state regulation that applies to financial aid and 1-2 years’ experience preferred.
- Strong organizational, interpersonal, and communication skills.
- Excellent computer skills.
- Ability to work independently.
- Ability to prioritize tasks and projects.
- Bachelor's degree preferred, extensive financial aid experience may

Physical Characteristics:

- This position requires sitting for long periods of time, as well as some bending and stooping when working with files. This position does have some limited lifting involved but not more than 10 pounds at a time. Quite a bit of finger/hand dexterity is involved in regards to typing and/or filing. The overall setting of the job is in an area conducive to a normal office environment with minimal exposure to adverse conditions.

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Direct Supervisor                        Date

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Division Vice President                  Date