



## Position Title: FINANCIAL AID ADVISOR

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Location	Beeville
Hours	40 hours/week
Job Classification	Exempt
Security Sensitive	Y e s
Division	Student Services
Department	Financial Aid
Reports to	Director – Financial Aid

“Updated job description will be completed prior to a job offer”

### **II. Education Requirements**

Bachelor’s degree

### **III. Qualifications:**

A minimum of two (2) years’ experience in financial aid center, demonstrated ability to work with diverse populations, strong communication skills, computer skills, and an ability to establish professional relationships. Spanish speaking skills preferred.

### **IV. Essential Functions:**

The Financial Aid Advisor ensures the financial aid office carries out its purpose and functions at optimum levels in accordance with institutional policy and Department of Education (DOE) regulations.

### **V. Job Responsibilities:**

Provide financial aid assistance to all inquirers including assistance with Financial Aid Application.

Assist the Financial Aid Director with implementation of FA initiatives and programs.

Assist with Financial Aid nights, informational and outreach programs, new student orientation, group advising, and other pertinent events.

Validate and award financial aid in accordance with the DOE regulations.



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Require extensive interaction with the public, excellent relational skills, and the ability to exercise independent judgment, discretion, and the ability to maintain confidentiality.

Assist or advise students regarding course withdrawal consequences to ensure that all students receiving financial aid meet satisfactory progress each semester.

Ensure that all scholarship information posted and financial aid bulletin board is maintained.

Supervise part-time student workers.

Attend trainings and Department of Education workshops.

Answer financial aid correspondence (PHP Live, emails).

Distribute financial aid consumer information to public.

Monitor satisfactory progress policy and notify students of financial aid warning and suspension.

Assist student services personnel in aggressively pursuing, obtaining, and developing alternate funding sources i.e. federal, state, and foundation grants, for program development and enhancements as assigned.

Process official transcripts to be evaluated

Monitor Pell Lifetime Eligibility Usage (LEU) weekly

Update POISE system with Dreamkeeper information

Perform additional duties as assigned by the Director of Financial Aid, Dean of Student Services, or by College President

### **VI. Other Responsibilities:**

Will participate in Quality Enhancement Plan (QEP)



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Will participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.

### **VII. Travel Requirements:**

Some travel to all CBC sites may be required.

### **VIII. Environment:**

Work is generally performed in an office setting with frequent interruptions and changes in the workflow/volume. May require some outdoor work for CBC events.

I have been presented with the job description for the position of:

### ***Financial Aid Advisor***

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_