



Savannah State University Position Description – Student Financial Aid Counselor I

POSITION DESCRIPTION

Position Title: Student Financial Aid Counselor I FLSA Status: Exempt
Reports to: Director Administrative
Department: Financial Aid
Date Prepared: June 2003

BASIC FUNCTION

This position provides counseling and assistance to students seeking to obtain financial aid to advance their education.

NATURE & SCOPE

Reporting to the Director Administrative, this position supports the mission of the University by endeavoring to prevent financial considerations from unduly driving the decision to further one's education.

To accomplish this, this position must provide a customer friendly environment which allows students and perspective students the opportunity to easily access information they need to properly apply for loans and aid.

This role also coordinates the Federal-Work Study Program, and provides loan default prevention activities to students.

In addition this position provides entrance and exit counseling for new and graduating students, as well as counseling as needed for current students.

PRINCIPAL ACCOUNTABILITIES

- Coordinates the Federal Work studies program and job placement. Plans and implements a supervisor's workshop. Coordinates, distributes and reconciles the bi-weekly payroll for over 250 students. Re-certify students for work-study at the beginning of the semester.
- Handles pre-claims from lenders by reminding students of obligations regarding student loan deferments to prevent loan defaults.
- Conducts loan entrance counseling each week. Conducts loan exit counseling as needed.
- Processes and sends consortium agreement for SSU and visiting students to other colleges. Mail checks to colleges for transient students.
- Maintains student aid and loan files.
- Receives and processes loan/aid applications, verifying accuracy of criteria, and notifying student of status.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires two years of college or vocational/technical school.