

# University of Houston – Clear Lake

## Position Description

Job Title: **Financial Aid Counselor**

Job Code: **2803**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or equivalent combination of education and experience.	
Experience	Minimum one year financial aid experience in counseling students, reviewing and processing of financial aid and daily use of financial aid software, experience with Federal Work Study program. Equivalent combination of education and experience will be considered	Experience with PeopleSoft Financial Aid
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The primary responsibility is to manage the Federal and State Work Study programs. Also, serve as a financial aid counselor to assist students in the process of applying for financial aid, VA, and scholarships. The process includes reviewing and verifying financial aid information; corresponding and meeting with student applicants; making professional decisions in awarding financial aid to eligible applicants; monitors students academic progress using federal requirements; participates in University events and assists with Financial Aid/VA presentations.

Duties and responsibilities	% Time
Responsible for administering the college work study program and securing on and off campus job positions; contacts community service agencies for student positions, placement of student workers; process time sheets and reconciles the work study accounts.	30
Counsels students on the availability of financial aid, scholarships, and VA benefits, the eligibility requirements, the application process and students' rights and responsibilities for all programs.	25
Reviews and verifies financial aid applications, corresponds with students regarding their applications and awards financial aid funds using PeopleSoft.	20
Attends state and federal financial aid and VA conferences and workshops. Participates in University events--Graduate Open House, SHOWCASE, Orientation for New Students and Enrollment Service Transfer Seminars. Other Duties as assigned.	15
Reads and disseminates financial aid and VA regulations, registers and newsletters.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*