

JOB INFORMATION

Effective Date	7/21/2022
Job Code:	2803
Job Title:	Financial Aid Counselor
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Enrollment Management
Job Family:	Financial Aid
Job Summary	The Financial Aid Counselor is responsible for awarding college work-study and eligible TEXAS grant students. The ability to meet with career services, staff, and faculty about work- study job opportunities. Communicates and disseminates Financial Aid information as well as counsels' alpha group of students. Learn to use discretion to respond to varied questions that may require researching data regarding the college work- study and TEXAS grant program.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Associate's Degree		Required	
Bachelor's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum one year of experience working in Higher Education.	Required	or
Some	Experience with PeopleSoft module.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Must be able to work with all types of personalities and constituencies and work with diverse populations.	Skilled
• Excellent verbal and nonverbal communication skills.	Skilled
• Must be customer service oriented with the ability to resolve frustrating situations.	Skilled
• Skills in Excel.	Skilled
• Must have strong organizational, verbal and written communication skills.	Skilled
• Ability to handle multiple jobs concurrently.	Skilled
• Ethical decision making skills.	Skilled
• Strong understanding of federal and state financial aid and VA regulations, admissions policies, and registration/records policies.	Skilled
• Must be able to handle interruptions, meet deadlines, maintain confidentiality and work with minimal supervision.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Manage and process all college work- study and TEXAS Grant programs.	25%
• Counsels students on the availability of financial aid, work- study, and TEXAS Grant eligibility requirements and responsibilities.	25%
• Advises and counsels alpha student load.	15%
• Develops and implements new updates/processes from the Dept. of Education dealing with new or changes in regulations pertaining to college work-study.	15%
• Manage the TEXAS Grant program and enforces the grant requirement set forth by the Texas Higher Education Coordinating Board.	10%
• Attends state and federal workshops, seminars, and conferences.	5%
• Additional duties and responsibilities as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
5%	