

Lincoln University Job Description

Job title:	<i>Financial Aid Counselor</i>
Department:	<i>Financial Aid</i>
Reports to:	<i>Director of Financial Aid</i>

Job Summary:

The counselor is responsible for explaining the financial aid process to students and parents, determines financial aid awards for new and returning students, counsels students concerning awards and loans, coordinates the summer school award process, assists with maintaining the office website and participates in outreach activities.

Qualifications:

- Bachelor's degree required.
- Minimum two years in a financial aid office or related field.
- Must communicate effectively with people from varied social, educational, and economic backgrounds.
- Must be able to work without constant supervision, make decisions, and have good judgment.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functionality.
- Must be detailed oriented with the ability to organize.
- Ability to maintain a high level of confidentiality.
- Must have a high level of professional appearance and demeanor.

Essential Duties and Responsibilities:

- Confers with individuals and groups to disseminate information and answer questions relating to financial assistance available to students enrolled in college.
- Interviews students to obtain information needed to determine eligibility for aid.
- Compares data on students' applications, such as proposed budget, family income, or transcript of grades, with eligibility requirements for applicable program.
- Determines amount of aid, considering such factor as funds available, extent of demand, and needs of students.
- Authorizes release of funds to students and prepares required records and reports.
- Handles a designated caseload of students.
- All other relevant duties as assigned.

Physical Demands:

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, and bend and reach.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.