Financial Aid and Scholarships Counselor

Job Code 00007204

**General Description**
Responsible for reviewing, analyzing and awarding financial aid applications in accordance with federal, state, and institutional guidelines.

**Examples of Duties**
- Analyze and resolve discrepancies by comparing documents to applicant information.
- Examine and enter incoming documents.
- Determine loan eligibility.
- Resolve disbursement problems.
- Review documents and make decision regarding special student circumstances.
- Monitor student compliance regarding academic progress guidelines.
- Authorize exemption to academic progress policy as necessary.
- Counsel public on financial aid issues.
- Compile statistical data used to evaluate trends.
- Approve and authorize emergency tuition loans.
- Respond to inquiries from other Texas State departments.
- Develop and update operating procedures.
- Identify and resolve over awards and over payments.
- Advise and counsel students on loan debt and loan repayment procedures.
- Resolve federal Pell payment problems.
- Analyze accuracy of data transmissions.
- Assist in training new personnel.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
Knowledge of: Related outside agencies, of laws, guidelines, and policies related to financial aid; personal computer usage; university protocol.
Skill in: Interacting professionally with general public and colleagues.
Ability to: Understand and interpret regulations; prepare correspondence and information; perform basic math; work under pressure; recognize and resolve problems.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**