Financial Aid Counselor

Job Description

DIVISION/DEPARTMENT: Financial Aid	**DATE TO BE FILLED:** Immediately
REPORTS TO: Director of Financial Aid	**SALARY:** Commensurate with Experience

SUMMARY

Under the supervision of the Director of Financial Aid, the Financial Aid Counselor is responsible for monitoring full-service financial aid processing, including document collection, budgeting, awarding, FAFSA verification, and loan certification for federal and state aid. Prepares and conducts financial aid presentations to groups. Participates in student recruitment and retention activities.

RESPONSIBILITIES

- Provides comprehensive counseling to students regarding financial aid eligibility through in-person, phone, and email conversations.
- Review financial aid applications to determine student eligibility and authorizes awards for federal and state aid such as Pell, FSEOG, and Cal Grants, Federal Work Study, in addition to Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Plus Loans, and Private Loans.
- Counsels and advises students about financial aid eligibility, application procedures, aid programs, costs, indebtedness, money and management and financial planning, individualizes information to the particular needs and situation of the student.
- Answers questions and requests from students, parents, or guardians in person or in writing regarding financial aid programs and eligibility.
- Conducts regular proactive outreach efforts to impact retention.
- Assists in the preparation of and presents information regarding federal financial aid, scholarships, employment and grants for various campus groups, high school students, and parents at meetings, group discussions, workshops, and recruitment sessions.
- Participates in student recruitment and retention activities including attending orientation, information sessions, and other events to advise prospective students and their families.
- Monitors the loan exit process, ensuring the most effective processes are in place.
- Contacts students, parents, US Department of Education agencies to resolve issues.
- Ability to work some nights, weekends, and/or other times during peak season.
- Performs other related duties as assigned.

**This job description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree AND one year experience in financial aid student counseling; OR, five years of experience in financial aid or student counseling or directly related experience; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

QUALIFICATIONS CONT'D

Desired Qualifications

- Demonstrated knowledge of government, donor and/or institutional rules, regulations, guidelines, and procedures for awarding financial aid.
- Ability to interpret and apply financial aid rules and regulations.
- Demonstrated knowledge of federal Title IV financial aid programs, awarding eligibility requirements, and supporting regulations.
- Experience in critical thinking and problem solving.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time sensitive deadlines.
- Demonstrated knowledge of Family Educational Rights and Privacy (FERPA) requirements.
- Evidence of effective communication skills.
- Experience in computer software skills, such as Microsoft Office products, specifically Word and Excel.

WORKING ENVIRONMENT

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Occasional bending, reaching, lifting, pushing, and pulling up to 25 pounds. Regular activities require the ability to quickly change priorities which may include and/or are subject to resolution of conflicts. Ability to clearly communicate to perform essential functions.

ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff and students are comprised of diverse, social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill", the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons re eligible to work in the United States.

Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to careers@rustcollege.edu.

(***Please put the job title in the subject line; you may attach your materials as Word or PDF documents***).

Mrs. Angela Williams, Associate VP for Human Resources
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:	**Posting Date:**
Open Until Qualified Applicant is Found	5/2025