

**BEREA COLLEGE HUMAN RESOURCES
POSITION DESCRIPTION**

Position Title: Financial Aid Counselor **Department:** Student Financial Aid Services

Title of Immediate Supervisor/Leader to Whom This Position Reports: Theresa Lowder

***Expected Daily Work Hours:** 8 ***Expected Weekly Work Schedule:** 40

** College offices are normally open from 8:00 AM until 5:00PM, Monday through Friday. However, because of the nature of the responsibility to the student body, individual offices or departments may have operating hours that extend beyond this period and may include evening or weekend hours. Non-exempt employees will normally work 8 hours per day. Overtime (any hours in excess of 40 per week) for non-exempt employees is required to be approved, in advance by the department supervisor. Exempt employees will typically work at least 40 hours per week and such additional time as may be reasonably required to fulfill the obligations of their position description. Such additional work may include evenings and weekends.*

Workplace Expectations		
As a continuous learning environment built upon Berea's Great Commitments and Common Learning Goals, the workplace at Berea College should expect all workers "to be active learners, workers and servers," and a place where the Christian values of human compassion, dignity, and equality are expressed and lived.	* Exhibit Enthusiasm for Learning * Act with Integrity and Caring * Value All People * Work as a Team	* Serve Others * Encourage Plain and Sustainable Living * Celebrate Work Well Done
Therefore, workers are expected to:		

Minimum Qualifications Required: *(please be specific and respond to every question; indicate none if not applicable)*

Education required to ensure success in this position:

- Bachelor's degree

Experience required to ensure success in this position:

- Two years of experience in a financial aid office

Special skills, knowledge and abilities:

- Experience with Word and Excel
- Experience with Ellucian BANNER administrative software is preferred
- Experience with federal campus-based programs, PELL programs, and Direct Loan program

License, certification, or registration necessary:

- Completion of NASFAA's credential in Return to Title IV is preferred

Physical requirements:

- none

Environmental conditions:

- none

Ability to operate the following vehicles or equipment:

- none

Brief summary of this position:

The Financial Aid Counselor will counsel students about financial aid, and will work with Federal refunds, over awards, non-Berea scholarships and grants, and federal and state audits

Primary duties and responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Regular and predictable attendance is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Counsel students on their personal financial situations, which may include work, loan, and/or grants from federal, state, and institutional funds
- Work with students on medical/dental/optical procedures, including funding sources
- Work with various offices to ensure good audit outcomes; will be primary point of contact with auditors
- Based on federal regulations, review twice a year and calculate adjusted awards for student in an over award situation
- Administer aid for graduate programs to include College-based grants and loans, as well as non-Berea funds for medical school
- Calculate Title IV refunds based on federal and institutional policies
- Due to student withdrawal from the College, return any unused non-Berea monies to appropriate agencies
- Manage non-Berea scholarships and grants based on federal, state, granting agencies, and institutional policies and procedures
- Review requests for additional aid for trips, term bill, books, medical, off-campus living expenses, etc., based on applicable policies
- Review requests for labor overloads to determine if student is eligible based on current financial situation
- Package aid for summer Berea travel courses based on federal and institutional policies
- Upon request, counsel with students about dependency overrides depending upon the perceived exceptional personal situation of the student.
- Supervise labor students for the office
- Balance current gifts account at end of fiscal year with awards given
- Continue to work on credentialing through NASFAA
- Participate in professional trainings at the federal, national, regional, and state conferences at the discretion of the Director

Other roles/duties will be assigned as necessary to assist the College in the attainment of the goals set forth and the enhancement of a positive, respectful learning environment for all staff, faculty and students.

Leadership requirements:

• Does the person in this position directly supervise other staff/team members? No
If yes, how many? _____

• Does the person in this position directly supervise students? Yes
If yes, how many? _____5_____

APPROVED BY:

Supervisor: _____ (Signature) _____ Date: ____/____/____

Staff Member Serving in this Role: _____ None _____ Date: ____/____/____

(To be completed by People Services Staff) Position #: _____ Job Family:

FLSA Status: Exempt Non-Exempt

Salary Grade: _____

*If changes have been made to the information on this position description, revision date is: updated
____/____/____*