

Posted: May 3, 2024



POSITION ANNOUNCEMENT

TITLE: FINANCIAL AID COUNSELOR/ENDOWED SCHOLARSHIP MANAGER

DEPT: FINANCIAL AID

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$18.03-\$20.67

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Reporting to the Associate Director of Financial Aid the Financial Aid Counselor is responsible for managing the Scholarship Management Program, awarding Endowed scholarships (according to agreements and donor wishes), and processing incoming outside scholarships and DEAFs. Manage the work-study program; including processing work authorizations, monitoring and reconciling work-study earnings, notifying departments of overages. Processing all initial communication by students, record keeping, and data entry. The duties include assisting in person visitors, callers, responding to email inquiries, coordinating the information flow of the Financial Aid Office to various agencies and departments, creating reports, spreadsheets, and other materials. Scanning, indexing, completing needs analysis for state and tribal entities. Collecting information needed for processing student files and generating notices to students concerning documentation needed and changes to financial aid awards. Certifying students with veteran affairs (VA) benefits (backup to the point person) and maintaining VA records.

JOB FUNCTIONS:

Administration, Planning and Operations

45%

- Manage coordination and delivery of Federal, State and departmental Work study funds
- Manage Scholarship Manager program and Endowed scholarships
- Processing DEAFs and outside scholarship funds
- Oversee student work authorizations procedures and related communications
- Collect and organize student verification documentation
- Create and maintain a professional, welcoming environment for individuals visiting the Financial Aid Office for Services and information
- Monitor budgets, and expenditures for work study and outside scholarships holding accounts
- Update administrative procedures
- Respond to emails and picks up US mail daily
- Functions as one of the main points of contact in the Financial Aid Office
- Answer main office phone
- Prepare a variety of paperwork including award mailings, DPs and PJs
- Reconcile and maintain records for Financial Aid Accounts
- ISIR tracking

Financial Aid Compliance and information Dissemination

40%

- Scan and process required verification documentation in a timely manner
- Identify and correct any detected over awards of state aid, federal aid or scholarship funds

- Responsible for maintaining and updates Financial Aid web pages
- Certify VA (veteran affairs) students with benefits
- Attend Regional and National workshops, conferences and webinars as required to stay updated on any changes to state and federal regulations
- Respond to current students, perspective student and family inquiries regarding financial aid and scholarship information
- Assist with balancing scholarship funds
- Update scholarship spreadsheets as information is received
- Provides answers to general financial aid questions
- Serve as primary point of contact for the Office of Financial Aid

Leadership and Collaboration

10%

- Provides direct and/or indirect supervision and training for Financial Aid Office student workers
- Represents the Office of Financial Aid at various campus committees and activities
- Collaborates with other Department on University related campus visits by students and parents
- Offer possible solutions and refer students to other departments as applicable
- Assist with monitoring of academic progress of all students with regards to financial aid and scholarships
- Cross-train on basic process to support other office staff

Other duties as assigned

5%

- Performs miscellaneous job related duties as assigned

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school. Proficient with the use of personal computer and Microsoft Office applications. Must be able to communicate effectively with students, parent, colleagues, administrators, etc. Must be able to learn general information about scholarships and state and federal aid. Ability to accurately perform basic mathematic computations. VA Certification (will be acquired through a VA training website). The Family Educational Rights and Privacy Act (FERPA) protect all financial aid data related to disbursement of aid.

DESIRED QUALIFICATIONS:

Experience with Banner Software Program. Knowledge of using forms (Dynamic, Google).

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 5%	Sitting 80%	Walking 10%	Pulling 1%
Pushing	Lifting 2%	Stooping 1%	Kneeling
Crawling	Climbing	Reaching 1%	Other