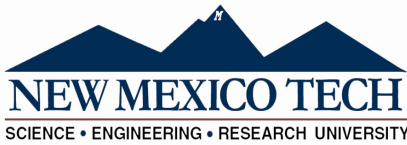


**Posted:** March 13, 2025



## POSITION ANNOUNCEMENT

**TITLE:** FINANCIAL AID COUNSELOR

**DEPT:** FINANCIAL AID

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$36,400-\$42,000

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:

This position will oversee various aspects related to the processing of federal financial aid. This includes processing grant, loan, and FAFSA files to and from the Department of Education, disbursing financial aid funds, reconciling grant and loan accounts, processing private loans, tracking, identifying, and resolving verification and conflicting information issues, enrollment reporting, Return of Title IV funding, loan notifications (cancellations, exit counseling), and the processing of internal scholarship awards. Other duties as assigned.

### JOB FUNCTIONS:

Processing grant, loan, and FAFSA files. Disbursing financial aid funds. Reconciling grant and loan accounts. Tracking, identifying, and resolving verification and conflicting information issues. Processing private loans. Processing internal scholarship awards. Enrollment reporting. Return of Title IV funding. Sending loan notifications (cancellations, exit counseling). Other duties as assigned.

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Formal diploma/certificate/degree program of 6-18 months after high school. Proficient in English with the ability to communicate effectively verbally and in writing. Proficiency with the use of a personal computer and Microsoft Office applications including Excel, Word, and PowerPoint. Excellent organizational skills and the ability to manage several projects simultaneously. Must be able to learn institutional, state, and federal financial aid programs. Extensive customer service experience.

### DESIRED QUALIFICATIONS:

Experience with Ellucian's Banner software program.

### LIFTING REQUIREMENTS:

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

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

**PHYSICAL DEMANDS:**

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

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)