

Posted: May 23, 2022



POSITION ANNOUNCEMENT

TITLE: FINANCIAL AID COUNSELOR

DEPT: FINANCIAL AID

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$37,500

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: May 31, 2022* 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 DUTIES:

The Financial Aid Counselor will oversee the NMT's endowed scholarship portfolio. This includes the maintenance of the endowed scholarship database and ensuring all endowed awards are made in accordance to donor defined requirements. This position will work to ensure that the Financial Aid Office's scholarship management software is up to date and functioning accurately. In addition, the Financial Aid Counselor will oversee the student employment process at NMT. This includes the processing of student work authorizations, payroll loads, and the reconciliation of work study accounts. Other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in any area of study. English proficient with ability to communicate effectively verbal and written required. Proficiency with use of personal computer and Microsoft Office applications required. Experience with Ellucian's Banner software program desired. Excellent organizational skills and the ability to manage several simultaneous projects required. Must be able to learn institutional, state, and federal financial aid programs required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 088, Socorro, NM 87801