



## POSITION POSTING

January 9, 2019

<b>POSITION TITLE:</b>	<b>Financial Aid Counselor</b>
<b>DIVISION:</b>	<b>Fiscal Affairs</b>
<b>DEPARTMENT:</b>	<b>Financial Aid</b>

### OCCUPATIONAL SUMMARY

Reporting to the Director of Financial Aid, the Financial Aid Counselor is responsible for evaluating the financial needs of students from a variety of sources including documentation of financial status and personal interviews. Assist with coordination and supports activities for Financial Aid, to achieve a strategic, student-centered approach to financial aid activities in support of the University's mission and to integrate student financial accounts with the academic programs of the University.

This position does not supervise others.

### ESSENTIAL JOB FUNCTIONS

1. Counsels and advises students about financial aid eligibility, application procedures, aid programs, costs, indebtedness, money and management and financial planning; individualizes information to their specific need and situation of the student.
2. Adheres to quality compliance auditing.
3. Interprets and applies federal laws and regulations, college policies and regulations and state regulations relating to the disbursement of student financial aid funds and disbursement checks.
4. Coordinates Federal Work Study Program with the Assistant Financial Aid Director.
5. Directs Students in completing the FAFSA application, FSAID, Entrance/Exit Counseling, MPN (Master Promissory Note) & completing the Default Management Form.
6. Processes State Grants, Freedom of Choice and 21<sup>st</sup> Century awards.
7. Regularly assesses program functions to assure compliance within operating rules, regulations, policies and procedures; advises supervisor promptly of any programmatic irregularities.
8. Assures the integrity of all student accounts data in compliance with all applicable state and federal laws, rules, and regulations.
9. Assists with exploring program options and devising innovative strategies, policies and/or programs for goal attainment and process improvements to reach Financial Aid goals and objectives.
10. Answers questions, inquiries, or requests from students, parents, or guardians in person or writing regarding financial aid programs and eligibility.
11. Prepares required reports.
12. Develops relationships and maintains effective communications with diverse groups, internal and external, in support of the institution's mission.
13. Implements or assists in the implementation of new projects related to system conversions and federal, state regulations or institutional policy and other Financial Aid functions.
14. Verifies student and parent's data to assure compliance and eligibility of students receiving aid under federal and institutional guidelines; notifies students of changes in eligibility of awards and alternatives to amend the situation.
15. Assists with students, employers, outside agencies and/or staff to resolve financial aid issues.
16. Responsible for assisting Quality Control monitoring of financial aid files.
17. Operates effectively within established budgetary guidelines.
18. Represents institution at functions upon request.
19. Serves on administrative committees as assigned.
20. Performs other duties as required.



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**MINIMUM REQUIREMENTS**

1. Bachelor's degree in Business, Public Administration, Humanities or related field from an accredited college or university.
2. Minimum one-year experience in a financial aid office with working knowledge of processing student aid packages.
3. In-depth knowledge of Title IV and ICHE (State) regulations.
4. Prior exposure and/or experience to government regulatory policy and procedure, post-secondary higher education funds and operations and working with financial aid reporting systems.
5. Ability to work under pressure to meet timelines and objectives.
6. Working knowledge of Microsoft Office (experience in Excel is a must).
7. Excellent written and oral communication skills.
8. Ability to deal effectively with a diverse student body.
9. Exceptional customer service and organizational skills.

**APPLICATION PROCESS**

This position is full-time.

Interested persons may apply by submitting a resume and contact information to:

**Martin University**  
**Office of Human Resources**  
**2186 N Sherman Drive**  
**Indianapolis, IN 46218**  
**Email: [hresources@martin.edu](mailto:hresources@martin.edu)**  
**Facsimile: (317) 917-3393**

This position is open until filled.

**No calls please.**