

# **FINANCIAL AID COUNSELOR**

SELU/CTS Campus

## **Job Announcement**

Northshore Technical Community College is accepting applications for a full-time 12 month, unclassified position domiciled in SELU/CTS Campus.

**Applications will be accepted until position is filled, with preference being given to those received on or before October 22, 2018.**

**All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.**

**To apply please submit:** (1) a letter of application, (2) a resume and (3) official transcript to:

**Attention: Hiring Manager**

**Northshore Technical Community College**

**65556 Centerpoint Boulevard**

**Lacombe, LA 70445**

**Telephone number: 985-545-1262**

**Email:** [veronicaflynn@northshorecollege.edu](mailto:veronicaflynn@northshorecollege.edu) or [hr@northshorecollege.edu](mailto:hr@northshorecollege.edu)

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## **JOB SUMMARY:**

The role of the Financial Aid Counselor is to determine the type and amount of award based on students' needs and college resources to assure the best use of funds by reviewing applications for completeness and accuracy, initiating correspondence to clarify information, calculating student eligibility according to federal and state regulations and college operating procedures, notifying student of the award, and authorizing the release of financial aid checks.

## **QUALIFICATIONS:**

- Bachelor's degree with 1 to 3 years' experience in financial Aid or Associate's degree with three years' experience in financial aid
- Considerable knowledge of Federal and State funding programs preferred
- Significant knowledge of title IV regulations preferred
- Banner software experience preferred
- Exceptional customer service, problem-solving skillsets
- Excellent communication and interpersonal skills
- Ability to make small group presentations as well as remarkable skill in interacting with students on a one on one basis
- The ability to work independently and make decisions based on guidelines
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- Ability to prioritize, accuracy, follow-up, detail orientation and multi-tasking
- Ability to work assigned/flexible hours necessary to complete the job on a weekly basis

**RESPONSIBILITIES:** Advises students regarding their eligibility for various programs so that they can determine the aid for which they will apply through interpreting and explaining financial aid application, award and distribution regulations and procedures.

- Submits financial aid reports as required to federal, state, or local agencies to comply with existing regulations by compiling statistics, writing and formatting reports, and meeting mandated deadlines as well as auditor's requests.
- Authorizes deferment of tuition and release of financial aid checks so that eligible students can register for classes and pay related educational expenses by evaluating student records for number of registered credits and grade point average, monitoring academic progress, coordinating with the Student Affairs Office.
- Meets with college faculty and staff to promote a better understanding of financial aid by participating in orientation sessions.
- Shall follow the policies and procedures of Northshore Technical College (NTC) as outlined in its Policy and Procedures Manual as amended as updated by the NTC Director of Student Financial Assistance.
- Other duties as assigned by Student Affairs Officer and Campus Dean/ Assistant Dean
- Administer College-wide Federal Work Study Program

**SPECIAL SKILLS AND ABILITIES:**

1. **Knowledge, Skills, and Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Comprehensive knowledge of standard office practices, procedures, equipment, and techniques; knowledge of adult learning techniques. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

2. **Computer Skills:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.).

3. **Software Used:** Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), and database applications.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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**Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.