Office of Human Resources

Job Specification

Job Title: Student Financial Aid Counselor

BCAT Code: 09JX17
Pay Grade: G12
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Assists with advising students, parents, and colleagues on financial aid in accordance with federal, state, and institutional regulations.

Examples of Duties
- Conducts individual financial aid counseling sessions for students and/or parents.
- Assists in awarding financial aid according to program regulations, such as HOPE, FAFSA, etc.
- Monitors the eligibility status of award recipients.
- Reviews the accuracy of financial aid applications.
- Resolves conflicting information in student files.
- Assists with the satisfactory Academic Progress appeal process.
- Monitors existing awards to keep students informed of the remaining payment amounts.
- Speaks to groups of students, parents, etc. concerning financial award availability and requirements.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of financial award types and eligibility requirements.
- Knowledge of the rules and regulations regarding eligibility for federal, state, and institutional financial aid.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Effective presentation skills.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of financial aid or counseling or student personnel experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.