Georgia State University

Job Specification

Job Title: Student Financial Aid Counselor, Senior

BCAT Code: 09JU06  Effective Date: April 1, 2007
Pay Grade: G13   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Advises and counsels students regarding their eligibility to receive federal, state, and institutional aid.

Examples of Duties
- Responsible for the day-to-day operation of the Direct Loan program, PLUS loans to parents, and alternative loans for students.
- Represents the Financial Aid office to groups of students, parents, and community organizations.
- Advises and counsels students verbally and in writing on their eligibility to receive federal, state, and institutional Financial Aid.
- Originates student loans and reviews rejected loans for resolution.
- Assists with the disbursement of student loans and the resolution of rejects.
- Processes loan changes and corrections required due to additional resources students receive.
- Processes PLUS loans for parents and assists with alternative loans for students.
- Assists Student Accounts with the reconciliation of the Direct Loan program.
- Represents the University at professional meetings.
- Speaks to groups of students, parents, and community organizations.
- Assists agencies with student loan delinquency reports.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of financial award types and eligibility requirements.
- Ability to work independently.
- Ability to interpret federal regulations.
- Ability to communicate effectively, orally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and two years 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.