



**Job Specification**

**Job Title: Student Financial Aid Counselor, Senior**  
**BCAT Code: 410X BN**  
**Pay Grade: G13**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**General Description**

Advises and counsels student regarding their eligibility to receive federal, state, and institutional aid. Responsible for the day-to-day operation of the Direct Loan program, Plus loans to parents, and alternative loans for students. Represent the financial aid office to groups of students, parents, and community organizations.

**Examples of Duties**

- Advises and counsels students verbally and in writing regarding 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 resolution of rejects.
- Processes loan changes and corrections required due to additional resources students receive.
- Processes PLUS loans for parents and assist 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, other duties as assigned
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

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

**Minimum GSU Hiring Standards**

Bachelor's degree and two years of financial aid experience or counseling/student personnel/or a combination of education and 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.*