



Job Specification

Job Title: Student Financial Aid Counselor
BCAT Code: 410X BL
Pay Grade: G12

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

General Description

Performs entry-level position advising financial aid applicants on topics such as eligibility to receive federal, state and institutional aid.

Examples of Duties

- Advises financial aid applicants on eligibility requirements.
- Monitors eligibility status of award recipients.
- Reviews accuracy of financial aid applications.
- Resolves conflicts in student files.
- Reviews student appeals.
- Monitors existing awards in order to keep students informed of remaining amounts.
- Speaks to groups of students, parents, etc. concerning financial award availability and requirements.
- Performs other related 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 financial aid or counseling/student personnel experience; 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.