



# JOB DESCRIPTION



INFORMATION			
<b>Job Title:</b>	<i>Counselor</i>	<b>Wkly. Hrs./Weeks:</b>	40/52
		<b>Pay Grade:</b>	COUNS1
<b>Department:</b>	Financial Aid	<b>Classification</b>	Professional (200)
<b>Reports To:</b>	Director of Financial Aid	<b>Effective Date:</b>	6/10/2019

SUMMARY
Evaluates, approves, and awards financial aid to students in accordance with federal, state, and college regulations, policies, and operating guidelines. Assesses financial needs of students, and advises students and parents regarding financial aid options, processes, and requirements.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none"><li>• Analyzes and evaluates financial viability of students and families, and provides advice and counsel regarding available financial aid opportunities, eligibility requirements, and the application process.</li><li>• Reviews and assesses eligibility of applications for financial aid; exercises professional judgment to determine whether adjustments should be made.</li><li>• Reviews for accuracy and provides signature approval/disapproval of loan applications, and other financial documents.</li><li>• Responds to inquiries and researches and resolves problems related to transactions handled by the department; serves as liaison with other constituencies in the resolution of day-to-day administrative and operational issues.</li><li>• Provide information, in person, on the telephone, and through electronic correspondence, to students, prospective students, and families regarding student financial aid, account balance, and registration status.</li><li>• Serves as liaison with state, federal, and other agencies; keeps abreast of student assistance opportunities and program regulations.</li><li>• Oversees the collection, management, and reporting of data in accordance with the objectives of the position; participates in the development and implementation of data management systems and procedures, as appropriate.</li><li>• Implements, coordinates, and oversees one or more specific administrative programs and/or service areas, as assigned.</li><li>• Trains and serves as an operational resource to other staff and/or students, as appropriate; may supervise student employees or lower-level staff.</li><li>• Participates in committee readings for scholarship selection and academic progress appeals.</li><li>• Performs miscellaneous job-related duties as assigned.</li></ul>

COMPETENCIES
<ul style="list-style-type: none"><li>• Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.</li><li>• Skill in the use of personal computers and related software applications.</li><li>• Attention to detail.</li><li>• Ability to communicate effectively, both orally and in writing.</li><li>• Ability to verify and assess student eligibility for financial aid.</li><li>• Ability to analyze and solve problems.</li><li>• Interviewing skills.</li><li>• Ability to make evaluative judgments.</li><li>• Ability to investigate and analyze information and draw conclusions.</li><li>• Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.</li><li>• Organizing and coordinating skills.</li></ul>

- Knowledge of federal and state laws, regulations, and policies concerning the provision of financial aid to students.
- Knowledge of financial aid policies, procedures, and eligibility requirements.
- Knowledge of data management systems and processes.
- Ability to develop and present educational programs and/or workshops.
- Knowledge of the policies and eligibility requirements of a range of federal, state, and agency scholarship programs for tertiary students.
- Ability to communicate effectively verbally, in writing, and over the telephone.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ
- Education: Bachelor's degree preferred
- Experience: 1+ years of experience in an educational institution preferred
- Other Required Skills: Proficient in Microsoft Office Suite

## WORKING CONDITIONS

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus
- Physical Demands: Must be able to lift 15 pounds
- Travel: Attend training conferences as determined by the supervisor

## ADDITIONAL INFORMATION

### *Minimum Conditions for Beginning Employment:*

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

*If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.*

*The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.*

## APPLICATION PROCESS

In order to be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/campuslinks/employment.aspx>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email ([humanresources@masters.edu](mailto:humanresources@masters.edu)) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

### **Selection Process:**

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

### **Application Procedures:**

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.