



JOB DESCRIPTION



INFORMATION			
Job Title	<i>Financial Aid Counselor</i>	EEOC Job Classification	Administrative Support
		FLSA Classification	Non-exempt
Department	Financial Aid	W/C Classification	8810 – Clerical
Reports To	Director of Financial Aid	Effective Date	8/3/2020

SUMMARY
Processes all Title IV aid and informs individuals regarding financial aid awards, payments, and documentation regarding verification. This position has no supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<ul style="list-style-type: none"> • Coordinate technical processing for The Master’s University and Seminary. <ul style="list-style-type: none"> ○ Oversee Direct Loan processing ○ Pell Program ○ Private Lending ○ Electronic retrieval of student information from Federal Student Aid Programs. ○ Utilize the PowerFAIDS package in data collection, interpretation, and distribution. ○ Counsel students and parents regarding loans. • File processing which includes verification process, packaging of aid, and counseling students and parents. • Provide excellent service to the campus community, and prospective students and families. <ul style="list-style-type: none"> ○ Research, develop and implement programs to increase our service to students in the areas of loan counseling, financial aid workshops and financial planning. ○ Function as liaison between the Office of Financial Aid and other offices on campus. • Participation in the professional community. <ul style="list-style-type: none"> ○ Maintain an intellectual curiosity of state and federal issues in higher education. ○ Pursue opportunities for professional development. (FSA and PowerFAIDS Conferences). ○ Establish and maintain positive professional relationships throughout the education sector. • Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS
<ul style="list-style-type: none"> • Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities. • Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds. • Exercise confidentiality, good judgment and discernment. • Acumen for conflict resolution and servant-leader qualities are ideal; the sensitive nature of the position requires a high degree of professionalism coupled with mild temperament, self-control and grace. • Ability to be clear and concise in verbal and written communication is essential; excellent oral and written command of the English language is required. • Commitment to respect and submit to departmental and Institutional leadership.

- Ability to communicate effectively, both orally and in writing.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- Bachelor's degree or equivalent required.
- Two years of administrative experience in an educational institution preferred.
- Proficient in Microsoft Office Suite; Word, Excel and Outlook

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs.
- Occasional travel is involved including overnight stays.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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.