



# JOB DESCRIPTION



| INFORMATION       |                           |                                |                               |
|-------------------|---------------------------|--------------------------------|-------------------------------|
| <b>Job Title</b>  | <i>Counselor</i>          | <b>EEOC Job Classification</b> | Professional                  |
|                   |                           | <b>FLSA Classification</b>     | Non-exempt                    |
| <b>Department</b> | Financial Aid             | <b>W/C Classification</b>      | 8868 – Administration/Faculty |
| <b>Reports To</b> | Director of Financial Aid | <b>Compensation</b>            | \$23.00 - \$24.00/hour        |

| SUMMARY  |
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| 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 JOB FUNCTIONS  |
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| Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. <ul style="list-style-type: none"><li>Analyze and evaluate the financial viability of students and families and provide advice and counsel regarding available financial aid opportunities, eligibility requirements, and the application process.</li><li>Review and assess eligibility of applications for financial aid; exercises professional judgment to determine whether adjustments should be made.</li><li>Review for accuracy and provides signature approval/disapproval of loan applications, and other financial documents.</li><li>Respond to inquiries and research and resolve problems related to transactions handled by the department; serve 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>Serve as liaison with state, federal, and other agencies, staying abreast of student assistance opportunities and program regulations.</li><li>Oversee the collection, management, and reporting of data in accordance with the objectives of the position; participate in the development and implementation of data management systems and procedures, as appropriate.</li><li>Implement, coordinate, and oversee one or more specific administrative programs and/or service areas, as assigned.</li><li>Train and serve as an operational resource to other staff and/or students, as appropriate; may lead student employee or lower-level staff as assigned.</li><li>Participate in committee readings for scholarship selection and academic progress appeals.</li><li>Performs other related duties as assigned.</li></ul> |

| QUALIFICATIONS  |
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| <ul style="list-style-type: none"><li>Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.</li><li>Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &amp;/or community members of diverse academic, socio-economic, cultural, &amp; ethnic backgrounds.</li></ul> |

- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- 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.
- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in related field required.
- One year 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 and hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

## **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.