Truett McConnell
UNIVERSITY

Job Announcement

Job Title: Financial Aid Counselor

Department: Office of Financial Aid

Reports To: Director of Financial Aid

Pay Status: Non-Exempt

Position Status: Full Time **Approved By:** David Day

Position Summary: The Financial Aid counselor is responsible for assisting in the management of all aspects of the financial aid process for all students.

Primary Responsibilities/Essential Job Functions:

- Assist students with their financial aid packages
- Counseling students/parents regarding the financial aid application and awarding process
- Awarding financial aid to students in compliance with federal, state & institutional regulations
- Process communications to students- award letters, missing document letters, and other information.
- Updating and maintaining accurate document tracking records
- Loan Preparation: verifying enrollment, completion of loan applications, ensuring electronic record is updated for each loan, verifying FAFSA financial information
- Loan Processing: originating all federal aid (federal loans and Pell Grant) with the Department of Education, disbursing the federal aid, reconciling the Financial Aid records for all federal funds with the Department of Education and the TMU Business Office on a monthly basis
- Other duties as assigned by the Director of Financial Aid.

Knowledge, Skills, and Abilities:

- Must possess excellent customer service skills
- Must be professional in appearance, speech and actions, and be able to work with financial information with complete confidentiality
- Must be able to work as part of a team
- Office experience is preferred
- Must be able and willing to learn a vast network of federal, state and institutional regulations in a timely manner
- Make basic mathematical computations comfortably and accurately
- An understanding of the basic IRS tax forms (1040, W2, 1099, etc.) and regulations is helpful

Work Environment/Physical Requirements of the Job: General Office Environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education & Experience Requirements:

- Bachelor's degree preferred
- Experience in accounting and/or tax preparation preferred

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Application Submission Process:

Please submit completed TMU application and resume to:

Kyle Wood, Director of Financial Aid
Truett-McConnell University
100 Alumni Dr., Cleveland, GA 30528

Deadline to submit resumes: **until filled**.

Truett McConnell University does not illegally discriminate against any individual for reasons of race, color, national origin, age, disability, or veteran status; however, the University may discriminate on religious grounds in its employment practices in order to fulfill its mission. It is the policy preference of Truett McConnell University to hire employees who are Christians, active in their churches and supportive of the goals of the University. Preferences in hiring exist for persons of the Southern Baptist faith. The University is also committed to building a more ethnic and racially diverse faculty.