

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position: Senior Financial Aid Counselor

Date Prepared: November 2020

Function of the Position:

Responsible to the Director of Financial Aid for supervision of student employment, oversight of all state aid programs, verification of federal programs and coordinator of EPIC, tuition waiver programs and international awarding. Also responsible for maintaining electronic student records, coordinating all official department communications, oversight of federal Return to Title IV and financial literacy programs.

Principal Duties and Responsibilities:

- 1) Maintain knowledge and execution of federal and state financial aid/student employment policies, guidelines and regulations. Train other staff as necessary. (20%)
- 2) Counsel students/families on financial aid matters. (20%)
- 3) Manage all state programs, including but not limited to, Iowa Tuition Grant, Vocational Rehabilitation/Commission for the Blind and Job Training. (15%)
- 4) Responsible for federal verification and Return to Title IV processes (15%)
- 5) Coordinate international awarding, EPIC program and tuition waiver programs. (15%)
- 6) Hire, train and supervise student employees. Prepare schedules, approve timecards and assign duties. (5%)
- 7) Coordinate all departmental communications to students and families. (5%)
- 8) Prepare and deliver financial aid/literacy presentations as needed (5%)
- 9) Perform other related duties as assigned.

Supervision:

Employee proceeds independently working towards established objectives requirements requiring a wide range of procedures. Employee plans and prioritizes own work and resolves unusual cases in consultation with supervisor. Supervises student employees.

Minimum Qualifications:

Requires a Bachelor's degree in a related field plus four years of effective experience. Must be self-motivated and pay attention to detail. Prefer experience in PowerFAIDS, ICAPS and federal systems. Must be able to manage multiple projects, relate to a diverse population and have effective/articulate written and verbal communication skills. Must also be willing to work limited nights and weekends.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.