

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Financial Aid Counselor			<i>BOT Date:</i> June 22, 1998
<i>Level:</i> H	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0824	<i>Adm. Rev:</i> August 21, 2006

GENERAL DESCRIPTION

Counsel students, prospective students and parents on matters pertaining to Financial Aid. Must also be familiar with Federal Financial Aid processing requirements. During the absence of the Financial Aid Manager, will assist with the supervising of the Financial Aid office and staff.

KEY RESPONSIBILITIES

% OF TIME

1. *	Counsels students, prospective students, parents and staff on all matters relating to financial aid.	25%
2. *	Assists the campus Financial Aid Manager with ongoing training of the Financial Aid support staff and student workers.	20%
3. *	Verifies student information and evaluates student eligibility.	20%
4. *	Performs data entry of financial aid documents.	15%
5. *	Understands and implements institutional and office procedures.	5%
6.	Reads, analyzes and responds to Federal and State regulations.	5%
7.	Refers students to appropriate College personnel and outside agencies.	5%
8.	Conducts internal and external financial aid workshops.	5%
9.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

<i>Class Title:</i> Financial Aid Counselor	<i>Class Code:</i> E0824	<i>Level:</i> H
KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	2 to 3 years.	
<i>Planning Scope:</i>	Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	