

# Financial Aid Counselor

## Position Description

The Financial Aid Counselor is responsible for processing student loans, performing entrance and exit interviews, and counseling students regarding their financial aid.

The Financial Aid Counselor works as a liaison between the students and the lenders to assist students in financing their college expenditures.

## Essential Responsibilities

- Collect and review applications for student financial aid, including FAFSA, and all verification documents to determine eligibility for disbursement of financial aid.
- Conduct individual counseling sessions with students and parents when required.
- Responsible for all questions regarding student loans and acts as a liaison between the student and the lending institution.
- Inform students of discrepancies, missing signatures, dates, missing documents encountered during verification.
- Correspond with students regarding status of their loans, loan tracking, communication, and submission of required documents.
- Update or make necessary corrections to the FAFSA.
- Coordinate resources by adjusting awards in conjunction with federal, state, and institutional policy.
- Manage all student loan programs.
- Identify special conditions that may increase eligibility for Federal Student Aid.
- Responsible for federal needs analysis, verification, initial packaging and revisions of financial aid awards from federal, state and institutional funds.

## Qualifications

- High school diploma or equivalent. Bachelor's degree preferred
- Ability to learn quickly in a fast paced environment.
- Possess a high computer literacy with ability to work with a student information management system.
- Ability to organize and prioritize daily activities and exercise necessary follow-up.
- Possess excellent communication, interpersonal, public relation, and analytical/problem solving skills.
- Ability to handle multiple tasks with minimum supervision and use sound judgment.

## Lifestyle Standards

Recognize, understand, and agree to live by the moral and ethical standards of Bethany University as outlined in the Assemblies of God Statement of Fundamental Truths and the Bethany University Statement of Faith.

## Salary/Compensation

This is a full-time position. Salary is commensurate with education and experience and includes a generous benefits package.

**Application Process**

Applicants who meet the qualifications listed above may submit a letter of interest and resume to Human Resources using the contact information listed below. The position will remain open until filled.

Contact information:

Melissa Richardson, Human Resource Manager

800 Bethany Drive

Scotts Valley, CA 95066

[resumes@fc.bethany.edu](mailto:resumes@fc.bethany.edu)

**Bethany University does not discriminate on the basis of race, color, national origin, gender, age, or disability.**