

## VACANCY ANNOUNCEMENT

VA#: 2011-007  
Open: 4/25/11  
Close: Until Filled

**Position:** Financial Aid Counselor

**Salary :** PL-9/1 to 12 @ \$12,049 to \$20,607 per annum  
(Depending on qualifications)

**Location:** Admissions & Financial Aid Office

### **Description of Duties:**

- Provide financial aid counseling.
- Assist in college recruitment activities.
- Provide service to students on financial aid matters.
- Verify FAFSA data entry for accuracy.
- Perform the financial aid needs analysis.
- Follow-up with students on financial aid application status.
- Assist Director in packaging award to students within appropriate guidelines.
- Verify financial aid applications and assist students to understand their award packages.
- Counsel students and parents on financial aid eligibility and regulations.
- Understand and abide by the Federal Education Rights and Privacy (FERPA) and parental confidentiality issues.
- Utilizes student database system to run weekly/monthly reports as needed.
- Perform other duties and responsibilities as assigned.

### **Minimum Qualification Requirements**

- Bachelor's degree or equivalent plus 1-2 years of experience in financial aid.
- Must have excellent interpersonal skills, good written and verbal English language and an ability to present a mature, helpful manner which instills confidence in his/her student clients.

### **General Information:**

Application Forms can be obtained from Human Resources Division at the above address or at our website <http://www.palaue.edu>. Send completed application with official transcripts, resume, and verification of previous employment(s), if any, to same address. For further information, call the number above or come in and see us.

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