

# West Virginia Council for Community and Technical College Education

## An EO/AA Employer Position Announcement

**Position:** Financial Aid Counselor Sr.

The Financial Aid Counselor Sr. assists the Director of Financial Aid for the community and technical colleges known as Advantage Valley in the administration and management of student financial aid programs. This includes the determination of student eligibility, awarding, and fiscal accountability for federal, state, institutional, local and privately donated funds. This position will be based at the System Office in Charleston, West Virginia.

### **Duties and Responsibilities:**

Assist with the management of the financial aid application process for multiple community and technical college campuses; ensure data integrity; manage the awarding of federal campus based financial aid; Federal Pell Grants; federal and private student loans; and state financial aid programs including document tracking, budgeting, communication of awards, and award revisions in accordance with regulations/policy. Work and train designated financial aid staff at the campuses in the area of financial aid processing. Assist campus staff in managing professional judgment decisions for dependency overrides and special circumstances, student budget increase requests, appeals, and requests for review of need analysis data. Provide student aid information to department staff, state officials, and other agencies to achieve maximum effectiveness of student aid programs. Act as liaison to high schools, colleges, other private and public agencies and the general public representing the Advantage Valley institutions. Prepare analyses, recommendations and reports on state, federal and institutional student financial aid practices, policies and proposals as requested.

### **Qualifications:**

A bachelor's degree and two years of experience as a financial aid counselor. Requires excellent written and oral communication skills and the ability to work closely with students, parents, and institutional staff. Experience in student aid administration on the campus level, general accounting skills, a working knowledge of the BANNER Financial Aid data management system and a demonstrated knowledge of Federal Title IV and state financial aid policies is desirable.

**Salary:** \$30,767 Pay Grade 17

**Deadline:** Deadline for receipt of cover letter, resume, and minimum of three (3) references is January 25, 2010 by close of business.

### **Apply to:**

Margaret Buttrick, CCP, IPMA-CP  
Human Resources Administrator  
West Virginia Higher Education Policy Commission  
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Charleston, WV 25301  
buttrick@hepc.wvnet.edu