

MOTLOW STATE COMMUNITY COLLEGE

is accepting applications for the following position:

FINANCIAL AID COUNSELOR (LOTTERY AND TENNESSEE PROMISE)

Position number: B99867

Salary: \$37,500-\$42,500

Motlow State is the fastest growing college in Tennessee. We are located in the beautiful rolling hills of middle Tennessee and have four campuses that serve students from eleven counties. We offer a comprehensive benefits package that includes an excellent retirement package from the state of Tennessee, 401K plan with match, thirteen paid annual holidays in addition to annual and sick leave days, health and dental insurance, tuition discounts, and state employee discounts. Motlow positions are contingent upon funding availability and budget approval.

Minimum Qualifications:

Either a Bachelor's Degree in Business, Computers, Education or related field or 8 years of experience in a financial aid office and/or State Student Assistance Agency or its affiliates can be substituted for the degree requirement; and, One year of federal/state financial aid experience within a financial aid and/or State Student Assistance Agency office is required.

Preferred Qualifications

3 years' experience in a higher education setting working with financial aid; excellent oral, written, and interpersonal communication skills; experience with BANNER Financial Aid system and automated processes preferred; demonstrated proficiencies in microcomputer applications, including database, spreadsheet and word processing; must be able to work some evening and weekend hours and be available for some travel overnight.

General Function:

The Financial Aid Counselor reports to one of the Assistant Directors of Financial Aid and oversees scholarship budgets for the state lottery and the Tennessee Promise programs and assists with outside and institutional scholarship oversight as well as verification of student files for state and federal student aid eligibility while maintaining strict confidentiality of student records and strict attention to detail. Assists with the administration, processing, awarding, and adjusting of federal/state/local/institutional financial aid programs and funds. Additionally, the Counselor will provide financial aid counseling to new/continuing undergraduate students. Oversight includes assisting with administration, processing, verifying eligibility, awarding, monitoring, and adjusting

awards each semester; reconciling the account; and maintaining the student information system/Banner as related to the state lottery and the Tennessee Promise programs

Major Duties and Responsibilities:

(Duties and responsibilities listed are examples of work performed and may be modified as needs of the College may dictate.)

- Develops and maintains all aspects of the state lottery programs.
- Develops and maintains all aspects of the Tennessee Promise program.
- Submits requisitions to return funds to state and outside agencies and organizations.
- Corresponds with state agencies regarding Tennessee Promise and lottery to ensure all guidelines are being met.
- Oversees daily Tennessee Education Lottery Scholarship processes and operations within the Banner system and FAST system.
- Lottery and TN Promise Liaison between the financial aid office and TSAC.
- Establishes Lottery and TN Promise eligibility, makes awards, and certifies eligibility with TSAC.
- Responsible for term reconciliation of Lottery Scholarships and TN Promise with TSAC.
- Serves as institutional liaison for lottery and TN Promise appeals.
- Coordinates state lottery, and Tennessee Promise awards and programs with financial aid staff.
- Ensures that state and institutional policies and procedures are followed in the administration of scholarships.
- Assists with verification of student financial aid data, addresses potential over awards, monitors student enrollment status, and review, monitor, and advise on satisfactory academic progress.
- Provides federal/state/local/institutional financial aid counseling to new and continuing students.
- Maintains full understanding of all Financial Aid policies, procedures, and processes and implements them accordingly.
- Assists at other locations, as required.
- Monitors and maintains integrity and confidentiality of data.
- Reviews reports to verify continued financial aid eligibility for applicable students.
- Assists with the administration, processing, awarding, and adjusting of financial aid programs.
- Assist with questions from student/parent which may require explanation of:
 - Outstanding requirements necessary to complete student's financial aid file;
 - Federal financial aid Programs;
 - State financial aid Programs;
 - Local financial aid Programs;
 - Institutional financial aid Programs;
 - Maintaining financial aid eligibility;

- Impact of total withdrawal related to the Return of Title IV Funds calculation;
- Review over award reports and resolve as appropriate; and
- Review Title IV maximum time-frame reports as related to continued eligibility for Title IV funds, etc.
- Financial aid Satisfactory Academic Progress
- Independently manages the implementation, critical and direct oversight, and regulatory application components for Federal/State/Local/Institutional financial aid programs.
- Performs duties to include: determining aid eligibility, processing awards, and providing consultations to financial aid applicants and prospective student groups.
- Utilizes advance project management skills to conduct complex program data analyses, generate analytical reports, and interpret dashboards for managerial decision-making.
- Provides leadership for assigned financial aid programs via committee participation, communications with external stakeholders, and contributions to the strategic planning and evaluation processes.
- Manages assigned financial aid program accounts according to required federal, state, and local statutes and regulations. Establish strategies for the effective delivery of program aid awards to students.
- Coordinates the assessment activities of assigned financial aid programs, including setting goals and priorities, clarifying policy, and developing internal control procedures.
- Reconciles assigned financial aid program accounts to ensure institutional compliance and to demonstrate administrative capability as required by regulations.
- Monitors fund balances, disbursements, adjustments, document scans, system performance, Return to Title IV calculations and year-end closeout procedures.
- Certifies and tests the accuracy of the annual program setup for assigned financial aid programs in Banner, including the following modules: financial aid, packaging, communications management, and satisfactory academic progress
- Serves as an institutional program subject-matter expert for the assigned financial aid programs, including all applicable federal, state, local, and institutional regulations and administrative responsibilities.
- Responsible for remaining current with regulations governing student financial aid programs (inclusive of the CFR, Federal Student Financial Aid Handbook, COD Manual, Banner Guides and Handbooks, and conferences)
- Maintains current knowledge of federal, state, local, and institutional requirements regarding financial aid.
- Counsel's students and parents in person, by letter, telephone, on-line, or reception area concerning financial aid, including but not limited to:

procedures to obtain federal, state, local, and institutional financial aid; satisfactory academic progress; etc.

- Addresses potential over awards, monitors student enrollment status, and reviews, monitors, and advises on satisfactory academic progress (SAP).
- Attends professional meetings and workshops at the local and state levels to stay abreast of current regulations and advances in financial aid.
- Operate personal computers and associated software (Outlook, Word, Excel, etc.), FAST, and Ellucian Banner.
- Manage projects skillfully and establish priorities and meet objectives.
- Communicate effectively and appropriately.
- Participate in campus-sponsored programs including orientation, registration, etc.
- Maintain files accurately, in paper and in software programs such as BDMS.
- Handle multiple tasks simultaneously.
- Initiate objectives with minimal supervision.
- Performs other essential tasks, requiring less than 5% of time preparation each: preparing catalog revisions, student guides, and other publications.
- Performs other duties as assigned by the Executive Director of Financial Aid, Associate Director of Financial Aid, and/or Assistant Director of Financial Aid.

Human Resources Office, Dept. 200
Motlow State Community College
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Motlow College is an EEO/AA/Title VI/Title IX/Sections 504/ADA Employer

Motlow State Community College does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities.

