

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Student Financial Aid Counselor	<b>Job Code:</b>	81003
<b>Job Function:</b>	Staff	<b>Grade:</b>	117
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	7000 Student Services Division	<b>Date:</b>	8/16;2/14

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**Job Summary:**

Provide advisement and counseling services to students, parents, University departments and outside agencies on the federal, state and institutional financial aid application process. Perform financial aid processing operations, database management, and administrative duties.

**Essential Functions:**

20-60% Counsel and provide guidance to students, parents, University departments and outside agencies on proper guidelines and procedures pertaining to the financial aid process.

10-50% Process financial aid applications and checks to make sure that all required documentation is completed.

10-30% Maintain student financial aid database. Create and/or generates reports/forms from the student database to be used in making financial aid decisions and in awarding financial aid to students. Report statistics and other financial aid information to appropriate areas.

10-30% Perform administrative duties including managing student personnel, issuing letters on financial aid decisions/awards and monitoring files. May verify student information for outside lending agencies.

10-20% Assist with other duties as assigned.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of one year experience working in a financial aid environment or 2 years of closely related experience in a higher education institution. A general understanding of state and federal financial aid regulations and university policies and procedures preferred. Strong communication and customer service skills required. Ability to interact with people from diverse cultures and backgrounds required. Strong computer skills and experience with spreadsheets, databases, and word processing software required. Ability to counsel students and parents in areas of financial aid required.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.