

SENIOR FINANCIAL AID COUNSELOR

DEFINITION: Under general supervision, performs professional work of considerable difficulty in providing financial aid and academic counseling and guidance to Navajo students pursuing a college education; interacts with college officials to provide program information and validate student information; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Supervises, assigns and monitors work of assigned staff in providing financial aid and academic guidance and counseling services to students; evaluates institutions to determine eligibility of students based on accreditation status; participates in the development and implementation of program goals and objectives, activities and new developments; assists with the preparation of budget; monitors expenditures to ensure compliance with applicable regulations, policies and procedures; evaluates and approves specialized degree programs; reviews and recommends revisions to program policies and procedures.

Seeks, solicits and writes proposals for scholarship funding; reviews and updates student files on student information system; validates awards and enrollment status; monitors progress for current academic year; counsels and advises students on financial aid eligibility, application procedures, money management, financial planning, and individual student needs and situations; analyzes student files to determine eligibility or if student should be placed on probation/suspension based on official transcripts; approves awards; recommends eligible students for private scholarships.

Counsels students who are in withdrawal situations and determines eligibility; evaluates and approves dissertation cost assistance for doctoral students; monitors and evaluates agreements with colleges/universities; conducts on site visits to assigned colleges/universities, provides program information, financial aid, tutoring, family and social issues and needs; recommends and refers students to tutoring and/or counseling services on campus and to outside agencies for assistance.

Develops materials and provides training on program responsibilities, financial aid, scholarship and grants for various campus groups, high schools students and parents; reviews awards to ensure compliance to applicable policies and procedures, rules and regulations and for over- and/or under-awards; reviews and evaluates student appeals for adjustment or exception to financial aid awards and determines validity of appeals; refers students file for review by the Navajo Education Appeals Committee; issues decision letters to students; prepares required reports; attends meetings, training and conferences; may be delegated in the absence of supervisor.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of tribal, federal, donor and/or institutional rules, regulations, guidelines and procedures for awarding of financial aid.

Knowledge of the financial aid programs and resources available for Navajo students.

Knowledge of the principles and practices of educational and academic counseling.

Knowledge of a specialized financial aid such as scholarships, work study, loans or grants.

Skill in supervisory and management roles.

Skill in identifying and locating financial sources available.

Skill in developing and presenting programs to entice high school students to continue their education.

THE NAVAJO NATION

Class Code: 3685
Community Education and Counseling Series
Financial Aide Group
Overtime Code: Exempt
Pay Grade: 65

SENIOR FINANCIAL AID COUNSELOR

Skill in operating a computerized information system.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort primarily in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Business Administration, Humanities, Counseling or a related field; and four (4) years experience providing financial aid and educational counseling to high school/college students, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.