



## *Job Posting*

### **Financial Aid Counselor (Abilene Campus)**

**Date Posted:** 04/12/2024  
**End Date:** Until Filled

Cisco College is accepting resume packages for the position of **Financial Aid Counselor (Abilene Campus)**, The duties of the Financial Aid Counselor will be to assist and support all functions of the Financial Aid Office in its effort to provide service to students enrolled locally and in distance learning opportunities through the college in conformity with federal, state, and College rules, regulations, and policies. Full job description and requirements are listed below. This is a full time position with a generous benefit package, benefits are listed on the Cisco College Website under the *Employment* section.

A **complete** resume package includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at [www.cisco.edu](http://www.cisco.edu)), Curriculum Vitae (CV) or resume, Philosophy of Education, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission as incomplete packages will be returned unprocessed.*

Complete resume packages may be submitted to the following address or email:

Laurie Kincannon  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
[humanresources@cisco.edu](mailto:humanresources@cisco.edu)

**Cisco College is an Equal Opportunity Employer**



# Cisco College

## Job Description

**Job Title:** Financial Aid Counselor (Abilene Campus)  
**Reports to:** Director of Financial Aid  
**Classification:** Level C/Specialist I

### Job Summary

Assist and support all functions of the Financial Aid Office in its effort to provide service to students enrolled locally and in distance learning opportunities through the college in conformity with federal, state, and College rules, regulations, and policies.

The Financial Aid Counselor will be expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, CC employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with college personnel and the public. All CC employees are expected to follow college policies, rules, regulations, and guidelines.

### Primary Duties

1. Counsel with students and parents regarding financial aid and provide assistance as appropriate.
2. Provide assistance in the application process for grants and loans.
3. Maintain current knowledge of Title IV regulations, requirements and policies by attending required trainings, meetings, conferences, or other professional development opportunities.
4. Review and verify financial aid applications as per federal, state regulations and College policy and procedure.
5. Provide for the functions of record keeping, data entry, and general correspondence as per office procedure.
6. Process all electronic data exchange transactions with the U.S. Department of Education and monitor as per federal regulations and College policy and procedure.
7. Collaborates with internal departments, faculty, students, and local agencies to facilitate understanding Title IV regulations, FAFSA, federal and state aid, and college requirements.
8. Provide assistance as needed and assigned at Abilene campus location in support of institutional needs.
9. Provide other duties as assigned.

### Minimum Qualifications

1. Experience working with financial concepts preferred.
2. Good organizational skills.
3. Good written and verbal communication skills.
4. Ability to work collaboratively as a team member.
5. High School Diploma

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered