



Job Posting

Financial Aid Counselor (Cisco Campus)

Date Posted: March 6, 2018

Posting End Date: Until Filled

Cisco College is accepting applications for the position of Financial Aid Counselor. Minimum qualifications for this full-time position include a high school diploma (Associate's Degree preferred), experience working with financial concepts, good organizational skills, effective verbal and written communication skills, and the ability to work collaboratively as a team member. Resume packages will be accepted until the position is filled and will be received via email, fax, and USPS, but *email is preferred*.

Please note: A complete resume package must include a cover letter, completed and signed Cisco College Application (located on the Employment page of our website under "Forms"), resume, and unofficial copy of transcript. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Complete resume packages should be submitted to:

Shelli Garrett
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
shelli.garrett@cisco.edu

Cisco College is an Equal Opportunity Employer

CISCO COLLEGE

Job Description

Job Title: Financial Aid Counselor
Reports to: Director of Financial Aid
Classification: Level C/Specialist I
Last Updated: 12/10/2012
Last Reviewed: 03/06/2018

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. Review and verify financial aid applications as per federal, state regulations and College policy and procedure.
4. Provide for the functions of record keeping, data entry, and general correspondence as per office procedure.
5. Process all electronic data exchange transactions with the U.S. Department of Education and monitor as per federal regulations and College policy and procedure.
6. Provide assistance as needed and assigned at either campus location (Cisco or Abilene) in support of institutional needs.
7. 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