



NOTICE OF VACANCY

Financial Aid Counselor (Part-time)

Reports To: Director of Financial Aid

Description of Position: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Financial Aid Counselor will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Financial Aid Counselor (part-time), under the direct supervision of the Director of Financial Aid will provide guidance to students, parents, and prospective students regarding financial aid and other pertinent financial counseling; help the financial aid team surpass all expectations; make recommendations on awarding policies and procedures to meet MDCC's enrollment goals and compliance; and will participate in various activities promoting professional development.

Duties and Responsibilities:

- Adhere to federal, state, and institutional policies and procedures
- Assist in the administration, awarding, and coordination of aid
- Assist with evening and off-campus workshops and presentations
- Counsel students regarding available aid, application, and regulations
- Counsel students regarding the impact of withdrawal or dropped classes on their continued eligibility
- Determine student eligibility using need analysis and other documents
- Evaluate documentation provided by student and parents; perform verification and conflicting data resolution
- Participate in ongoing study, training and professional development activities to stay abreast of changing federal and state regulations to ensure compliance
- Perform Return to Title IV analysis and notify students of their federal overpayments and institutional liabilities
- Periodically evaluate and amend policies and procedures to ensure compliance with federal and state regulations
- Prepare reports to federal and state agencies. Certify Vocational Rehabilitation and WIA needs assessment forms
- Resolve student eligibility issues such as drug convictions, loan defaults, grant overpayments, SSN discrepancies, lack of selective service registration, citizenship and immigration status, tax filing status, and reported tax information
- Review student grades to ensure that Satisfactory Academic Progress has been maintained
- Serve as backup to Financial Aid Director as needed

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304.

Duties and Responsibilities (cont.)

- Use professional judgment to review unusual student circumstances and supporting documents on a case-by-case basis to make exceptions to federal and state eligibility rules when appropriate
- Other duties as assigned by the Director of Financial Aid

Physical Demand:

- May require prolonged periods of viewing a computer screen.
- May be required to lift or carry up to 25 pounds.
- Other areas of physical demand include but are not limited to bending, climbing, crawling, kneeling, pulling, pushing, reaching, sitting, squatting, standing, stooping, twisting, and walking.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Knowledge, Skills, Abilities, and Work Characteristics: Strong interpersonal and public relations communication skills; ability to effectively communicate using written and verbal skills. Ability to perform basic math functions such as addition, subtraction, multiplication, and division; ability to perform calculations related to financial aid information as needed. Proficiency with Microsoft Office applications. Banner database, COD, SQL, ARGOS and State Grants and Scholarships experience or knowledge is a plus. Reasoning ability required in decision making, advising and assisting students, applying relevant policies, procedures, guidelines, and regulations and performing various tasks. Office administration, public relations, customer service, time management, organizational, and scheduling skills required. Must be able to exercise ethics and maintain confidentiality.

Mandatory Requirements include:

- Hold a minimum of an Associate's degree
- Have a minimum of two years of Financial Aid experience or equivalent experience in a related field.

Preferred Qualifications (but not required):

- Bachelor's degree preferred.

TERMS OF EMPLOYMENT

This is a part-time position. The successful candidate will work 19.5 hours per week.

SALARY

The salary will be \$12.00 per hour.

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APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Official** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

Applications can be found on the MDCC website, www.msdelta.edu, under employment opportunities or call 662-246-6322.

DEADLINE

Internal/External – July 20, 2020 at 5:00 p.m.