



VACANCY ANNOUNCEMENT Palau Community College

VA# : 2024-009
Open : 07/08/2024
Close : Until Filled

Position : Financial Aid Counselor

Salary : \$12,049 - \$20,607 (depending on qualifications and work experience)

Location : Student Services – Office of Financial Aid

Examples of Duties consist, but are not limited to:

Under the supervision of Director of Financial Aid, the Financial Aid Counselor is responsible for providing financial aid counseling to continuing and prospective students, parents, and community. In addition, the Counselor is to provide assistance to students in their application for a variety of financial aid through Title IV Programs, such as Pell Grant, Supplemental Educational Opportunity Grant (FSEOG) and Federal Work-Study Program (FWS). The specific duties and responsibilities are outlined below:

- 1) Coordinate and implement the outreach programs and conduct financial aid workshops such as Financial Aid Night sessions with high school seniors and their parents regarding financial aid programs and assist them in completing the financial aid forms including Free Application for Federal Student Aid (FAFSA).
- 2) Establish and schedule a series of annual Financial Aid Orientation sessions for continuing students and inform them of the new federal updates, then assist them in the completion of the financial aid application forms including (FAFSA) for the upcoming school year.
- 3) Provide financial aid counseling to students and parents by interpreting and explaining policies and procedures such as eligibility requirements for financial aid programs, application procedures, deadlines dates, etc. In addition, disseminate information on available financial aid to continuing and prospective students.
- 4) Perform verification to validate data reported on each individual student's FAFSA and other financial aid forms received for accuracy, completeness and to ensure that there are no conflicting data.
- 5) Perform financial aid needs analysis for each individual student to determine his/her financial aid need prior to processing awards.
- 6) Prepare and send follow-up letters and/or contact students with incomplete financial aid application forms in order to process awards.
- 7) Develop and an update the annual students' budgets for financial aid purposes.
- 8) Utilizes students' database system to run daily/weekly/monthly reports as needed.
- 9) Contributes to the effective administration and management of financial aid program by ensuring that all required and supporting documentation has been submitted by applicants, evaluating students' eligibility and assisting in the preparation of individual award packages.
- 10) Perform other duties and responsibilities as assigned.

Minimum Qualification/Requirements:

A Bachelor's degree or equivalent plus two years of experience in student financial aid area. Essential personal qualities include excellent interpersonal skills and a capacity to relate well to people at all levels. Must be self-motivated. Proficiency in reading and writing (English/Palauan preferred). Excellent customer service skills.

General information:

Application forms may be obtained from the Human Resources Office or at the college website: www.palau.edu . Send completed application, resume and transcripts to: P.O. Box 9, Koror, PW 96940 (copies of transcripts will be sufficient during review process, but official transcripts and a recent police clearance will be required prior to any issued or offered contract). For further information, call 680-488-2470 x 227, or visit the HRD office on campus or email hr@palau.edu.

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