

GUIDANCE ASSOCIATE I, PALESTINE CAMPUS

GENERAL STATEMENT:

Serve as financial aid advisor and assistant to the counselor in attainment of the educational objectives of the institution.

REPORTS TO:

Counselor, Palestine Campus

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years in office environment.

OTHER:

Computer skills; Accounting skills.

DUTIES AND RESPONSIBILITIES:

- Maintain and distribute all forms related to financial aid.
- Assist students with Federal financial aid forms and related required documentation.
- Maintain individual file folders of documents required for financial aid being requested by students.
- Complete estimate of financial aid award for each student making application.
- Work closely with financial aid director to determine aid approval and dispersal of available funding (tuition, fees, books, etc.).
- Inform students of regulations concerning all financial aid, including admissions requirements, dropping courses, failing courses, class attendance, withdrawing from school, and transferring financial aid.
- Represent financial aid in all matters relating to the Palestine Campus for all regular semesters, quarters, and mini-semesters.
- Determine student eligibility for workstudy programs including College and special grants.
- Serve as assistant chief administrator for the official THEA test.
- Serve as assistant chief test administrator (and in some cases act as chief test administrator) for all Quick THEA testing (including admissions testing and all health occupations program testing). Responsibilities also include interpreting and record maintenance.
- Assist counselor in the following areas: vocational counseling, academic advisement, career counseling, degree plan choice, and recruitment activities.
- Cooperate with local businesses in placement of students in the work force.
- Other duties as assigned by appropriate supervisory personnel.

GUIDANCE ASSOCIATE I, PALESTINE CAMPUS

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 03/22/07

JD192