

## **GUIDANCE ASSOCIATE I, TERRELL CAMPUS**

### **GENERAL STATEMENT:**

Serves as financial aid coordinator, assistant test administrator, and student activities coordinator at the Terrell Campus

### **REPORTS TO:**

Provost, Terrell Campus

### **OCCUPATIONAL GROUP:**

Paraprofessional

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Two (2) years recent work experience involving interaction with the public; Higher education experience preferred.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Maintain and distribute all forms related to financial aid.
- Help students with questions and documentation related to forms required by Federal offices and TVCC.
- Maintain files folders of documents required for aid being requested by individual students.
- Work closely with financial services director at the Athens Campus to determine aid approval and dispersal of available funding (tuition, books, fees, etc.).
- Explain to students regulations concerning all financial aid matters.
- Serve as assistant test administrator for official THEA and TVCC pre-admissions tests.
- Serve as coordinator of student activities.
- Serve as student government advisor.
- Share orientation and recruitment responsibilities with counselor.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.

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*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.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved:*      02/08/95

*Revised:*      03/27/07

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