



**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Financial Aid Counselor/Scholarship

The Financial Aid Counselor/Scholarship of Financial Aid position is directly responsible to the Director of Financial Aid. The work of the Counselor involves counseling, financial assistance, scholarship management, extensive knowledge of the operation of the Financial Aid Office

Duties and responsibilities of this counselor are the following:

- Secure background information on scholarship recipients
- Prepare Returning students' folder A-S for awarding
- Notify students of missing information necessary for obtaining financial assistance
- Revise and adjust financial awards students based on scholarship aid received
- Verify enrollment status on aid recipients
- Gather data for Financial Aid office reports
- Aid students in completing forms necessary to generate financial assistance
- Correct and verify information reported on FAFSA
- Perform any other Financial Aid or College responsibilities as requested by the Director

Experience/Qualifications: The position requires a bachelor degree; an advanced degree is preferred with at least two years of related experience in Financial Aid

Date of Position Opening: June 22, 2009

Application Deadline: Open Until Filled

Salary: The salary is commensurate with the responsibilities and expectations as aligned with credentials, experience and skills

Send fax to:

Tougaloo College
Attention: Director of Human Resources
(601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS; MEDICAL CONDITION, DISABILITY; OR ANY OTHER LEGALLY PROTECTED STATUS.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY EMPLOYER