TOUGALOO COLLEGE
Tougaloo, MS 39174

NOTICE OF POSITION OPENING

Financial Aid Counselor / Scholarship Coordinator

Position Summary:

The Financial Aid Counselor/Scholarship Coordinator is responsible for providing comprehensive financial aid counseling to students and families while managing institutional and external scholarship programs at Tougaloo College. This position plays a vital role in promoting access, affordability, and student success by ensuring students understand and receive the financial resources available to them.

Essential Responsibilities:

Financial Aid Counseling

- Advise students and families on all aspects of financial aid, including grants, scholarships, work-study, and federal student loans.
- Assist students with completing the FAFSA and verifying required documentation.
- Counsel students on financial aid eligibility, award packages, and cost of attendance.
- Monitor and advise students regarding Satisfactory Academic Progress (SAP) requirements.
- Conduct entrance and exit counseling sessions in compliance with federal regulations.

Scholarship Coordination

- Administer institutional scholarship programs, including application processing, awarding, and renewal tracking.
- Coordinate the review and selection process for scholarship recipients in collaboration with committees.
- Maintain accurate records of scholarship funds, recipients, and disbursements.
- Identify and promote external scholarship opportunities to students.
- Develop and manage scholarship outreach campaigns to increase student awareness and participation.

Program Management & Compliance

- Ensure compliance with federal, state, and institutional policies and regulations.
- Assist with audits, program reviews, and reporting requirements related to financial aid and scholarships.
- Maintain up-to-date knowledge of financial aid laws, regulations, and best practices.

Data Management & Reporting

- Maintain accurate student records in financial aid systems.
- Generate reports on financial aid distribution, scholarship utilization, and student eligibility.
- Analyze data to support strategic planning and improve service delivery.

Outreach & Collaboration

- Collaborate with Admissions, Registrar, Student Affairs, and Advancement to support recruitment and retention initiatives.
- Participate in financial aid workshops, orientations, and outreach events.
- Serve as a liaison to donors and internal stakeholders regarding scholarship programs.

Required Experience/Knowledge/Skills:

Education & Experience

- Bachelor's degree required; Master's degree preferred in higher education, business administration, finance, or related field.
- Minimum of 2–3 years of experience in financial aid, scholarship administration, or student services.
- Experience working with federal financial aid programs preferred.

Skills & Competencies

- Strong knowledge of federal and state financial aid regulations.
- Excellent communication and interpersonal skills.
- Strong organizational and time management abilities.
- Ability to manage multiple priorities and deadlines.
- Proficiency in financial aid management systems and Microsoft Office Suite.
- Attention to detail and strong problem-solving skills.

Date of Position Opening:	**November 23, 2026**
Application Deadline:	**Until position filled**
Salary:	**Commensurate with experience**
Job Listings:	**https://www.tougaloo.edu/about-tougaloo-college/jobs**
****Email App/Resume/Cover Letter to:**	**TougalooCareers@tougaloo.edu**
Physical Address:	**Tougaloo College** **Attention: Director of Human Resources** **500 West County Line Road** **Tougaloo, MS 39174**

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

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