



TOUGALOO COLLEGE

Tougaloo, MS 39174

NOTICE OF JOB OPENING

Default Prevention Coordinator / Financial Aid Counselor

Position Summary:

The Default Prevention Coordinator / Financial Aid Counselor is responsible for developing, implementing, and managing initiatives to reduce student loan default rates at Tougaloo College while providing comprehensive financial aid counseling services to students and families. This dual-role position supports student success through financial literacy education, proactive outreach, and individualized guidance on financial aid options and responsibilities.

Essential Responsibilities:

Default Prevention & Loan Management

- Develop and execute a comprehensive default prevention plan aligned with federal guidelines.
- Monitor and analyze cohort default rate (CDR) data and identify at-risk borrowers.
- Conduct targeted outreach campaigns (calls, emails, workshops) to delinquent and at-risk borrowers.
- Collaborate with loan servicers to track borrower repayment status and resolve issues.

Financial Aid Counseling

- Advise students and families on financial aid programs, including grants, scholarships, work-study, and federal student loans.
- Assist students with completing the FAFSA and understanding award packages.
- Provide individualized counseling on borrowing decisions and long-term financial planning.
- Support students in maintaining eligibility for financial aid, including satisfactory academic progress (SAP) requirements.

Financial Literacy & Education

- Design and deliver financial literacy programs, including budgeting, debt management, and loan repayment strategies.
- Conduct entrance and exit counseling sessions in compliance with federal requirements.
- Educate students on responsible borrowing and repayment options.

Data Analysis & Reporting

- Maintain accurate records of outreach efforts, counseling sessions, and borrower engagement.
- Prepare reports on default prevention activities, outcomes, and trends.
- Use data analytics tools to assess program effectiveness and recommend improvements.

Compliance & Policy

- Ensure adherence to all federal, state, and institutional regulations regarding student financial aid and loan programs.
- Stay informed about changes in federal student aid policies and repayment programs.
- Assist in audits and program reviews related to financial aid and default prevention.

Collaboration & Outreach

- Partner with campus departments (Admissions, Registrar, Student Affairs) to promote student success and retention.
- Coordinate with external agencies, loan servicers, and community organizations.
- Represent the college at workshops, conferences, and training sessions related to financial aid and default prevention.

Required Experience/Knowledge/Skills:

Education & Experience

- Bachelor's degree required; Master's degree preferred in finance, education, business administration, or related field.
- Minimum of 2–3 years of experience in financial aid, student services, or loan counseling.
- Experience with federal student loan programs and default prevention strategies preferred.

Skills & Competencies

- Strong knowledge of federal student aid regulations and repayment options.
- Excellent communication and interpersonal skills.
- Ability to counsel and advise students effectively on financial matters.
- Strong analytical, organizational, and problem-solving skills.
- Proficiency in financial aid management systems and Microsoft Office Suite.

Date of Position Opening:

March 30, 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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