



## TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

### NOTICE OF JOB OPENING

#### TOUGALOO COLLEGE Seeks: Financial Aid Counselor

##### **Position Summary:**

The Financial Aid Counselor reports directly to the Director of Financial Aid. The work of the Counselor involves counseling students and parents in regards to the process to obtain financial aid. Manage the Federal Work-Study Program. General knowledge of operations in the Financial Aid Office.

##### **ESSENTIAL RESPONSIBILITIES:**

- Provide customer-oriented service to students, parents, administrators, and other internal and external constituents.
- Notify students of missing information necessary for obtaining financial assistance and assist students in completing forms necessary to generate financial assistance.
- Assist students with scholarship searches, as well as provide "Need Verification Information" to potential donors.
- Gather data for Financial Aid office reports.
- Manage the Federal Work-Study Program.
- Display the highest ethical and professional behavior in working with internal and external constituents.
- Perform any other Financial Aid or College responsibilities as requested by the Director and respective Vice President.

##### **Experience/Qualifications:**

Bachelor's Degree in Business or related field or an Associate's Degree and five (5) years of relevant experience. Excellent verbal and written communication skills. Proficient in Microsoft Excel and Word. Ability to manipulate spreadsheets and proven accounting skills. Ability to work as a team member.

**Date of Position Opening:** November 16, 2021

**Application Deadline:** Until filled

**Salary:** Commensurate with experience

**Mail Documents to:** Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174

**E-mail Documents to:** [TougalooCareers@tougaloo.edu](mailto:TougalooCareers@tougaloo.edu)  
Please include the position you are applying for in the "Subject" line of your e-mail.

**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.**

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**