AUBURN
Human Resources

Counselor I, Financial Aid & Scholarships

Job Description

JOB INFORMATION

Job Code	KB22A
Job Description Title	Counselor I, Financial Aid & Scholarships
Pay Grade	FO05
Range Minimum	$37,370
33rd %	$43,600
Range Midpoint	$46,710
67th %	$49,820
Range Maximum	$56,050
Exemption Status	Exempt
Organizational use restricted to the following divisions	108 VP for Enrollment Management
Approved Date:	11/20/2025 10:42:29 AM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Student Financial Services

JOB SUMMARY

Under immediate supervision, the Counselor I, Financial Aid and Scholarships, provides front-line general support and routine advising to students and families on financial aid and scholarship opportunities and processes, and assists with outreach by supporting orientations, recruitment events, and financial aid workshops. This position delivers excellent customer service by providing accurate information, referring complex issues to senior staff , and maintaining documentation in compliance with national, state, and university policies.

RESPONSIBILITIES

- Interprets and applies federal, state, and institutional policies with guidance from senior staff to assist students with aid eligibility, verification, and satisfactory academic progress requirements, while supporting students in resolving routine issues by evaluating documentation and making independent decisions within established guidelines. Refers complex cases to senior staff for further review.
- Ensures the accurate documentation of student interactions in adherence to FERPA, HEA, CFR and Privacy Act regulations and internal policies.
- Serves as part of a team that provides general ad-hoc support regarding financial aid and scholarship opportunities, application processes, eligibility requirements, award adjustments, renewal criteria, educational costs, and funding options to students and families via in-person, phone, and virtual interactions.
- Provides direct, scheduled advising to students and families on financial aid and scholarship opportunities, application processes, eligibility requirements, award adjustments, renewal criteria, educational costs, and funding options. Ensures awareness of the various financial aid sources during counseling sessions by providing individualized information and answering routine questions.
- Serves as an active member of financial aid and scholarship-related committees, including scholarship selection, satisfactory academic progress (SAP) appeals review, and professional judgment reviews. Exercises independent discretion in making recommendations to leadership regarding student eligibility and appeal outcomes based on regulatory guidance and professional judgment.
- Assists with orientations, recruitment events, financial aid workshops, and high school presentations by helping prepare materials and, with supervision, delivering presentations.
- Maintains competency and professional currency by engaging in self-directed reading, establishing professional contacts with colleagues, and participating in professional training and courses.
- Performs reviews and audits of work completed by oneself to ensure accuracy and compliance, and recommends changes based on workflow and productivity concerns.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in no specific discipline	and	0 years of	experience in financial aid, scholarships, advising and/or coaching students, student recruitment, accounting, banking or finance, enrollment services, or financial services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to make informed decisions and interpret policy to guide students effectively.	
Strong written and verbal communication skills, with the ability to explain complex topics clearly.	
Student-first approach to service and advising.	
Excellent organizational skills and attention to detail.	
Strong analytical and problem-solving abilities.	
Ability to maintain confidentiality and exercise sound judgment.	
Collaborative mindset with the ability to work independently and as part of a team.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State