UNIVERSITY OF SOUTHERN CALIFORNIA

Financial Aid Counselor I

Job Code: 137407

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<th>Grade:</th>
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<td>OT Eligible:</td>
<td>Yes</td>
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<td>Comp Approval:</td>
<td>1/1/2007</td>
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**JOB SUMMARY:**

Performs need assessments for students requesting financial aid. Provides counseling and assistance in matters pertaining to financial aid packaging.

**JOB ACCOUNTABILITIES:**

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Job Accountabilities</th>
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<td>Conducts need analysis to determine student financial aid packaging options based on individual case circumstances. Reviews student applications for consistency and completeness, verifies accuracy of student and family reported information, and certifies applications. Maintains accurate and thorough file documentation.</td>
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<td>Counsels student applicants and parents on matters concerning financial aid packages. Evaluates student problems and requests regarding financial aid awards and takes appropriate action. Integrates financial counseling with student housing circumstances, academic goals, extracurricular plans and career objectives.</td>
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<td>Advises students regarding financial planning, budgeting and debt management.</td>
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<td>Serves as liaison on financial aid matters to assigned campus offices and departments. Provides interpretation of financial aid policies and assists in problem-solving.</td>
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<td>Accompanies admissions recruiters to local schools as requested to conduct individual and group information sessions.</td>
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<td>Maintains currency on financial aid packages, state and federal regulations related to financial aid, and University policies and procedures. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: 

- Yes: In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
- Bachelor's Degree
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 0 - 6 Months

Minimum Field of Expertise:
- Financial analysis and evaluation

Preferred Field of Expertise:
- Knowledge of student financial aid programs and need analysis

Skills: Other:
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Public speaking/presentations

Skills: Machine:
- Adding Machine
- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Personal Computer
- Photocopier
- Typewriter
- Word Processor

Supervises: Level:
- May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ____________________________  Date: ____________________________

Supervisor: __________________________  Date: ____________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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