

Morris College

Financial Aid Counselor

Position Summary

Morris College invites applications for the position of Financial Aid Counselor. The Financial Aid Counselor provides professional, student-centered financial aid counseling and support to prospective and currently enrolled students and their families.

The Financial Aid Counselor assists students throughout the financial aid process, including completing financial aid applications, resolving incomplete files, understanding eligibility requirements, reviewing financial aid awards, and maintaining compliance with applicable federal, state, and institutional regulations.

This position works closely with Admissions and Recruitment, the Business Office, the Records, and other campus offices to help remove financial barriers and support student enrollment, persistence, and success.

Essential Duties and Responsibilities

The Financial Aid Counselor will:

- Provide financial aid counseling and customer service to prospective and current students and their families.
- Assist students and families with completing the FAFSA and other required financial aid documents.
- Review student financial aid files for completeness and accuracy.
- Communicate with students regarding missing documents, verification requirements, and other outstanding financial aid requirements.
- Assist with the verification process and review required documentation.
- Counsel students regarding federal, state, institutional, and other available sources of financial assistance.
- Explain financial aid eligibility, awards, loan options, grants, scholarships, and student responsibilities.
- Assist with reviewing and packaging financial aid awards in accordance with federal, state, and institutional policies.
- Work with prospective and admitted students to help resolve financial aid issues that may prevent enrollment.
- Conduct financial aid presentations, workshops, and information sessions for students and families.

- Participate in recruitment, orientation, registration, admitted student, and other enrollment events.
- Work closely with the Office of Admissions and Recruitment to identify students with incomplete financial aid requirements and develop strategies to support enrollment.
- Maintain accurate and timely student records in the College's financial aid and student information systems.
- Assist with federal and state reporting, reconciliation, and compliance activities, as assigned.
- Assist with the administration of institutional scholarships and other financial assistance programs.
- Monitor assigned student populations and follow up with students regarding outstanding requirements.
- Maintain confidentiality of student and financial information in accordance with applicable laws and College policies.
- Stay current on changes to federal and state financial aid regulations and policies.
- Participate in professional development and training activities.
- Perform other related duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college or university.
- Experience providing customer service or working directly with students, families, or the public.
- Strong verbal, written, and interpersonal communication skills.
- Strong organizational and problem-solving abilities.
- Ability to explain complex information in a clear and understandable manner.
- Ability to manage multiple priorities and meet established deadlines.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Proficiency with Microsoft Office and other computer applications.

Preferred Qualifications

- Experience working in a college or university Financial Aid Office.
- Knowledge of federal Title IV financial aid programs and regulations.
- Experience processing FAFSA applications and financial aid records.

- Experience with student information systems and financial aid software.
- Experience assisting students with financial aid verification and other eligibility requirements.
- Experience working with first generation college students and families.
- Experience working at a Historically Black College or University.
- Knowledge of South Carolina state financial aid programs.

Knowledge, Skills, and Abilities

The successful candidate should demonstrate:

- A strong commitment to student service and student success.
- Knowledge of, or the ability to learn, federal, state, and institutional financial aid policies and procedures.
- The ability to explain financial aid information clearly to students and families.
- Strong customer service and relationship-building skills.
- Attention to detail and accuracy.
- Strong organizational and time management skills.
- The ability to work effectively in a fast paced environment.
- The ability to work collaboratively with Admissions and Recruitment, the Business Office, the Registrar, and other campus partners.
- Professional judgment and discretion when handling confidential information.
- A commitment to supporting the mission and traditions of Morris College.

Please send cover letter, resume, list of references and transcripts to alawson@morris.edu