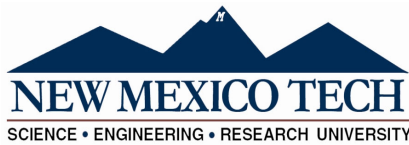


**Posted:** April 4, 2023



## POSITION ANNOUNCEMENT

**TITLE:** FINANCIAL AID COUNSELOR- (ENDOWMENTS/ STUDENT EMPLOYMENT)

**DEPT:** FINANCIAL AID

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$36,400-\$40,040

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** April 13, 2023\*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

The Financial Aid Counselor will oversee NMT's endowed scholarship portfolio. This includes maintenance of the endowed scholarship database and ensuring all endowed awards are made in accordance with donor-defined requirements. This position will work to ensure that the Financial Aid Office's scholarship management software is up to date and functioning accurately. Separately, the Financial Aid Counselor will oversee the student employment process at NMT. This includes the processing of student work authorizations, payroll loads, and reconciliation of work-study accounts. Other duties as assigned.

### JOB FUNCTIONS:

Manage NMT's endowed scholarship portfolio.	45%
Process student work authorizations.	15%
Process payroll loads.	10%
Reconciliation of work-study accounts.	10%
Assist students and families with the financial aid process.	10%
Other duties as assigned by Director or Associate Director.	10%

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Formal diploma/certificate/degree program of 6-18 months after high school. Proficient in English with the ability to communicate effectively verbally and in writing. Proficiency with the use of a personal computer and Microsoft Office applications including Excel, Word, and PowerPoint. Excellent organizational skills and the ability to manage several projects simultaneously. Must be able to learn institutional, state, and federal financial aid programs. Extensive customer service experience.

### DESIRED QUALIFICATIONS:

Experience with Ellucian's Banner software program.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	S
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 10%	Sitting 70%	Walking 10%	Pulling
Pushing	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)