

**Position Number:** D95367  
**Job Title:** Loan Counselor  
**Department:** Office of Student Financial Aid  
**FTE:** 1.0 FTE, benefits eligible  
**Job Type:** Advisor/Counselor I  
**Posted Date:** 2/8/12

### **Position Summary**

**A financial aid counselor in the Office of Student Financial Aid at Portland State University reviews student aid applications, performs income verification if required, awards financial aid packages, and revises financial aid packages, all in accordance with office policies, university policies, state guidelines and federal regulations.**

**Financial aid counselors also advise students and families in all aspects of federal and state student financial aid, in person and by phone. They also participate in outreach efforts, as well as annual planning and committee work within the office.**

**Each financial aid counselor, in addition to a student file caseload, is assigned one or more programmatic responsibilities (such as Default Management coordination, Alternative Loan coordination, etc.)**

### **Duties and Responsibilities**

- Review student aid applications, perform income verification if required, award and revise financial aid packages; all in accordance with office policies, university policies, state guidelines and federal regulations.
- Advise students and families in all aspects of federal and state student financial aid in person and by phone.
- Programmatic responsibilities as assigned.
- Make professional judgment decisions allowed by federal regulations but within institutional policy.
- Officially represent the office during presentations to perspective and continuing students and deliver presentations to the university community as appropriate.

### **Required Qualifications/Skills**

- BA/BS degree from an accredited college or university with 1+ years of relevant experience.
- Working knowledge of federal regulations pertaining to the administration of federal and state financial aid programs (grants, loans, workstudy).

- Time management skills in order to prioritize competing job functions and complete high-volume file work.
- High level of accuracy and attention to detail.
- Ability and experience using Windows-based software and database programs.
- Successful completion of a criminal background check.
- Strong oral and written communication skills
- Ability to manage competing priorities and high work volume.

### **Preferred Qualifications**

- Experience using SCT Banner Financial Aid module.
- Experience processing student aid applications and performing federal verification.
- Public speaking experience. Experience dealing with the general public and specifically with college students.

### **Compensation**

The starting annual salary rate for this position will be \$36,672, with an excellent benefits package including fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or one dependant at any of the Oregon University System schools.

### **To Apply**

Send resume and cover letter to:

Michael Anthony, Search Coordinator  
Office of Student Financial Aid  
Portland State University  
P.O. Box 851  
Portland, OR 97207-0851

Or via email to [manthony@pdx.edu](mailto:manthony@pdx.edu)

Review of applications will begin immediately and the position will remain open for a minimum thirty days.

*Portland State University supports equal opportunity in admissions, education, employment, housing, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law. This policy implements state and federal laws. Inquiries about it should be directed to the Office of Equity and Compliance, 1600 SW 4th Avenue, Suite 830, Portland, OR 97201, 503-725-5919, [diversity@pdx.edu](mailto:diversity@pdx.edu).*