



WEST VIRGINIA STATE  
UNIVERSITY



**Financial Aid Counselor (Financial Aid Scholarship Coordinator)  
Office of Student Financial Aid**

**West Virginia State University**

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

**Position Description**

Under the supervision of the Associate Director of Financial Aid, the Financial Aid Literacy and Scholarship Coordinator will manage the WVSU Foundation scholarship application process, Institutional, Third Party, and State grant/ scholarships. This position requires the ability to learn, understand, and educate others about federal financial aid. The Financial Aid Literacy and Scholarship Coordinator will be responsible for posting all scholarship offers on student's financial aid awards, and in charge of the reconciliation of all State scholarships/ grants. The individual will also serve as a liaison with the Office of Financial Aid and scholarship committees on campus, facilitate all scholarship communication, coordinate the scholarship notifications, provide reports on privately funded scholarships, and serve as main contact for scholarships for students and families. Occasional travel is required in collaboration with Undergraduate Admissions. This position will involve significant interaction and collaboration with all Financial Aid staff, as well as various other departments. The Financial Aid Literacy and Scholarship Coordinator must have strong communication skills, be detail-oriented, and assume a high level of responsibility and initiative.

This is a non-classified, non-essential, FLSA exempt, full-time, benefits eligible position.

**Responsibilities for the Financial Aid Scholarship Coordinator**

1. Manage the State, Institutional, Third Party, and Foundation scholarship/ grant portfolio.

2. Provides advice and counsel about available financial aid opportunities, eligibility requirements, and the application process to students and parents; analyze and evaluates financial aid eligibility for students.
3. Counsel students regarding their financial aid application procedures and income verification requirements.
4. Assist with scholarship decisions, awarding, revisions, and renewal.
5. Administer, manage, and reconcile State aid programs which may include but not limited to the Promise Scholarship, Underwood-Smith Grant, WV Higher Education grant, PHEAA, Higher Education Adult part-Time Grant, and Engineering Science Technology Grant through the FAMS database.
6. Support a caseload, package/award students with appropriate scholarship awards, process student loans, and complete Federal Verification review for selected students.
7. Develops and implements policies and procedures as guidelines for the scholarship committees in determining Foundation scholarship awards; serve as a member on the WVSU Scholarship Committee.
8. Facilitate the setting of year-to-year scholarship award amounts, monitor and ensure compliance with donor agreement guidelines, and work with University Advancement to negotiate changes to guidelines when appropriate in order to award scholarships.
9. Serve as the liaison between WVSU Information Technology Department and Academic Works client representative and support units.
10. Provides oversight and supervision of WVSU Foundation scholarship programs by reviewing, approving, and managing the acceptance and filing of fully executed donor agreements, auditing documentation of existing Foundation funds to ensure all donor agreements conform to WVSU policy, and monitoring active scholarship accounts to ensure that scholarships are awarded within established guidelines.
11. Manage and maintain the Academic Works scholarship portal that encompasses retrieval and review of the scholarship applications to determine eligibility.
12. Determine the amount of Foundation scholarship awards by evaluating account balances and fund sustainability. Also, by investigating each student's merit and/or need from information in Banner, for example: EFC, GPA, student balance, and other awards (Pell, Promise, Loans, and Scholarships).
13. Coordinates and provides training on the scholarship process and the Academic Works software for designated staff in the Foundation as well as Scholarship Committees throughout campus by working with the Vice President of University Advancement.
14. Coordinates the scholarship notification and donor thank you processes by notifying students by email of the thank you letter process, coordinating receipt and review of thank you letters from students, and mail thank you letters to donors.
15. Provide the Cashiers Office with a database of eligible scholarship recipients to complete financial aid award disbursements.
16. Assist the Departmental Chairs within the respective Colleges to determine student scholarship eligibility and award allocation.
17. Package/Award students with appropriate scholarship/ grant aid awards.
18. Assist with New Student Orientations, Freshmen Experience courses, FAFSA Completion Workshops, and Financial Literacy Workshops.
19. Assist with recruitment events such as Open Houses, and Accepted Student Days.

20. Works closely with the staff in the Cashier's Office, Undergraduate Admissions, University Advancement, and various other offices on campus.
21. Monitor scholarship award recipients to ensure adherence to the scholarship criteria to maintain the award. Manage the Scholarship Reinstatement appeal process and present appeals to Scholarship Committee for consideration to reinstate the award.
22. Respond to scholarship queries submitted via the WVSU Scholarship email address.
23. Assist student and/or their families with scholarship inquiries.
24. Execute scholarship outreach activities.
25. Perform other job-related duties as assigned.

### **Requirements for the Associate Director Financial Aid**

1. Bachelor's degree in Communications, Business Administration, or related field is required.
2. A minimum of two years related experience in Financial Aid. Additional years of qualifying experience may be substituted for the required education on a year for year basis.
3. Familiarity with student information systems and customer relations management systems and databases (e.g. Banner, EMAS, People Soft); NSLDS, EDconnect and COD.
4. In depth understanding of higher education administration.
5. Demonstrated ability to work in accordance of policies, procedures, and federal and state regulations.
6. Demonstrated ability to manage and prioritize tasks; possess excellent time management and organizational skills and complete high volume workloads and work independently in a fast-paced environment.
7. Excellent verbal, listening and written communication skills. Ability to conduct presentations.

### **Salary Statement**

This position is a pay-grade 4. The annual salary range for this position is \$35,568 - \$47,300.

### **To Apply**

Review of application materials will continue until the position is filled, but first consideration will be given to applications received by July 15, 2020. Candidates are required to submit a cover letter, resume, unofficial transcript, and three professional references (name, title, address, telephone number, and e-mail address). Please submit application materials via email in PDF (preferred) or Word to: [hr@wvstateu.edu](mailto:hr@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 105 Cole Complex  
Institute, WV 25112

### **Contact**

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu).

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Justin Cherry at 304.766.3156 or Justin.Cherry@wvstateu.edu.**