



Financial Aid Counselor

The Financial Aid Counselor performs critical federal and state financial aid processing and counsels and provides information to students and families to assist with the financial aid process. This position also serves as an Admissions Counselor at various times throughout the academic year. The starting salary for this position is \$40,694 annually with a range of \$40,694-\$51,793.

Essential Duties and Responsibilities:

- Provide financial aid counseling to students and parents regarding the application procedures and the eligibility requirements for student aid programs, assist students and their families with the completion of application forms as well as the electronic entry of the Federal Application for Federal Student Aid, the IRS Data Retrieval Tool and the loan application procedures.
- Maintains ongoing communications with prospective students, parents and school officials regarding the financial aid process for federal and state programs.
- Assists with the processing of critical federal and state financial aid programs. These duties include various reporting for these programs to the proper state or federal office and financial aid file verifications.
- Assists with the college's marketing effort by reviewing literature, publications, and web applications related to financial aid with other student-oriented materials. This duty includes designing and coordinating financial-aid related communication campaigns.
- Assists in the reviews financial aid progress of all enrolled students to determine on-going financial aid eligibility, including participating in Satisfactory Academic Progress appeals meetings. Notifies students of financial aid cancellation and probation status and appeal rights. Places eligibility codes and financial aid holds on student records for tracking financial aid eligibility.
- Completes documentation for third-party organizations that provide additional financial assistance to students.
- Assists in the awarding and administration of institutional scholarships. As well as presentations at area high schools. Some evening and/or weekend hours may be required.
- Participate in financial aid training and workshops to keep current on all federal and state regulations.
- Provides tours and counsels prospective students regarding admissions' policies and procedures, program admission requirements and procedures, and prerequisite course requirements. Some evenings and weekends admissions events may be required.
- Other duties as assigned.

Required Qualifications:

- Associate degree. Experience in an accounting, business or related field.
- Valid state driver's license.

Preferred Qualifications:

- Bachelor's degree in accounting, business or other related field.
- Experience in higher education.
- Knowledge of federal and state financial aid regulations.

Ability To:

- Exercise initiative, good judgment, and independent decision making as well as a high level of confidentiality.
- Perform accurate detailed, specialized work on an independent basis.
- Maintain a congenial, supportive, and accepting approach when working with students, parents, faculty, and staff.
- Identify and respond to organizational needs and opportunities for improvement.
- Communicate clearly and concisely, both orally and in writing.
- Use a variety of computer software required for managing institutional student records, student financial aid data, and scholarship information.
- Manage projects independently.
- Maintain effective working relationships with other people.

Knowledge Of:

- Principles and practices of federal, state, and institutional financial aid programs.
- Community College philosophy, programs and certificates.
- Computers and applicable software applications such as Office 364, Jenzabar and PowerFaid.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is often required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions. The noise level in the work environment is usually moderate.

Don't just work here... Live here.

About Our College:

Gogebic Community College is more than a place to work. It's a place to be.

As an Aspen Award finalist and the premier provider of quality two-year education in Michigan's Upper Peninsula, Gogebic employs a community college approach in delivering university-level quality.

Gogebic supports more than 1,000 students with small class sizes and an outcome focused philosophy.

Gogebic Community College's "Go BOLD" motto prescribes a dynamic environment in which students and employees alike are supported as they do great work, live adventurous lives, and build extraordinary futures.

About Our Region:

A few miles north of ordinary lies the Upper Peninsula's Gogebic region.

Amid nearly a million acres of natural beauty in the Ottawa National Forest, Gogebic is a wonderland for work and a paradise for play. Our dazzling region, known for world-class fishing, hiking, skiing, biking, snowmobiling and outdoor adventuring, represents one of Michigan's last unspoiled gems.

A Bold Place to *Work*...

Gogebic is more than a community college... It's a college community—known for supportive leadership and dynamic, down-to-earth employees.

A community institution at the heart of our region's workforce, the College and its graduates uplift not only local economies, but those throughout Michigan, and beyond. Combining high standards with a "serving the top 100%" approach, Gogebic Community College is a place to make a stand for your career...and make a difference in the lives of students.

A Bold Place to *Ski*...

Gogebic Community College is the only college in the United States hosting an on-campus ski resort. Home to GCC's nationally renowned Ski Area Management program, the Mt. Zion Recreational Complex is a professionally managed and maintained public ski facility featuring a state-of-the-art lift and 300 feet of vertical.

A Bold Place to *Be*...

The Gogebic region provides a stunning, million-acre backdrop on which to explore adventure, connect with nature, and discover yourself.

Located four hours from the Twin Cities and six hours from Chicago, Gogebic residents get the best of both worlds: small-town connectedness, with access to big-city culture. Local hiking, biking, skiing, and snowboarding trails include the North Country Trail and the famed 1,200-mile Iron Belle Trail, as well as routes traversing Black River Harbor, the Porcupine Mountains, Sylvania wilderness, and the Ottawa National Forest. With a persistent economy driven by a mix of construction, manufacturing, tourism, transportation, and retail, the region boasts a stable workforce, with skilled positions paying living wages.

Gogebic's Mission

Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.

Application Process

Applications will be accepted until position is filled.

Interested individuals should submit a portfolio containing all the following in one email, or mailed in one envelope to the President's Office:

1. Letter of interest
2. Detailed resume
3. Three references with current contact information
4. [GCC Application for Employment](#)
5. Unofficial transcripts (official transcripts are required before employment) 6. Other relevant material

careers@gogebic.edu

President's Office
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Gogebic Community College is an equal opportunity educator and employer.