



**American Samoa Community College  
EMPLOYMENT OPPORTUNITY**

**Position Title:** Financial Aid Counselor I  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The Financial Aid Counselor I ensures compliance with current federal guidelines while assisting students in their search and application for Student Financial Assistance. This includes assistance with filling out of forms and academic status counseling. Processes all applications for funding; ensuring submitted and on-file documents are complete and accurate. Completes year reporting – FISAP, FWS & FSEOG reconciliation to student files. Assists with NSLDS reports. Handles student counseling, assists students with their applications, and is able to work independently. Counselor must be able to handle various aspects of financial assistance programs and have a good basic knowledge of all regulatory guidelines including federal and internal policies.

**Responsibilities and Duties:**

- Complies with office policies and procedures to ensure quality control and effective management of Campus Based student files
- Review, evaluate & document all eligible applicants
- Record all Campus Based transactions
- Make sure ASCC complies with the “Refund” compliance requirements listed in Section II of the Student Federal Aid Guide
- Maintain current Federal Updates on Campus Based Programs as well as program related policy compliance with in the Financial Aid Office
- Communicate with the Financial Aid Administrator in resolving matters on student academic and financial situations and or appeals submitted by students or parents concerning Campus Based Awards
- Assist in enforcing ASCC Financial Aid Policies and Procedures as well as program related policy compliance with in the Financial Aid Office
- Conduct entrance and exit counseling
- Assist in Financial Aid presentations to High Schools and ASCC Orientation for students and parents
- Complies with developed procedures and assist in planning for the administration of the Campus Based Programs
- Assist in the compilation and reconciliation of end of year reporting; FISAP, FWS & FSEOG

**Minimum Qualifications:**

- Bachelor Degree in direct or related field.

**Salary Range:** GS-13/04-10: \$ 18,340.00 - \$ 23,020.00 per annum.

**Application Deadline: February 20<sup>th</sup>, 2020 no later than 4:00pm.**

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474 or by emailing Silaulelei Saofaigaalii at [s.saofaigaalii@amsamoa.edu](mailto:s.saofaigaalii@amsamoa.edu) or [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

**AMERICAN SAMOACOMMUNITY COLLEGE**  
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“An Equal Opportunity/Affirmative Action Employer – And A Drug-Free Workplace”

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