



**American Samoa Community College
Financial Aid Office
IN-HOUSE EMPLOYMENT OPPORTUNITY**

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

General Description:

The Financial Aid Counselor II works under the direct supervision of the Financial Aid Officer. The Financial Aid Counselor II will evaluate the financial needs of students from a variety of sources including, ISIR, enrollment documentation and through interviews. He/she will provide confidential specialized financial aid services to a large number of students in a fast-paced environment. Other responsibilities include advising students regarding the consequences of academic decisions as related to federal student aid; maintaining professionalism and confidentiality in all interactions and transactions; assisting with reconciliation of Federal Student Air requirements; and conducting transmission between the Department and ASCC.

Responsibilities and Duties:

- Verify documents submitted by students to ensure the accuracy of data reported to the Department of Education if verification is necessary
- Notify students of missing information or documents
- Respond to student inquiries regarding award status
- Counsel and advise students about financial aid eligibility and with financial aid problems
- Maintain accurate and complete documentation for students for verification and audit purposes.
- Review awards to ensure compliance to government rules and regulations; look for over-awards as well as under-awards
- Review and evaluate supplemental documentation or information provided in student appeals for waivers
- Participate in staff meetings, training sessions, seminars and other professional developmental activities
- Perform special projects and activities as assigned by Financial Aid Officer
- Represent the department and division on and off campus as requested
- Take part in an internal advisory group with regards to critical issues involving the administration of Title IV
- Assist in Software System updates and setup, as well as daily transmission of ISIRs

Minimum Qualifications:

- Associate's degree in business or related field with at least four (4) years of work experience in financial field

Preferred Qualifications:

- Bachelor's degree in accounting, business management, liberal arts, or other related fields
- One year of experience working in Financial Aid office or related field
- Professional knowledge in Statistical Analysis

- A sound foundation and basic understanding on properly administering Title IV aid on campus as authorized by USDOE

Salary Range: GS 13/08-12: \$21,460.00 - \$24,580.00 per annum

Application Deadline: September 2, 2021 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 or ascchumanresources@amsamoa.edu.

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