



POSITION TITLE: Financial Aid Counselor- Trinidad Campus
POSITION #: 200052
POSITION STATUS: Exempt **FLSA STATUS:** Exempt
REPORTS TO: Director Financial Aid
CAMPUS: Trinidad Campus

Reporting to the Financial Aid Director this position provides a high level of support to students navigating the Financial Aid process. Administers federal, state and institutional aid programs in compliance with federal and state laws, regulations and industry standards. Implements and supports department policies and procedures. Maintains up-to-date knowledge of proposed and current legislation, and informs supervisor and the Vice President of all changes that may impact financial aid programs and student enrollment. Collaborates in the development and maintenance of the TSC financial aid data base system and website, including provision of consumer information for prospective and new students. Responsible for SAP appeals, policy and procedure compliance.

Responsibilities include, but are not limited to, the following:

- Manage all aspects of financial aid programs, ensuring compliance with all federal and state laws, regulations and guidelines as well as all college policies and procedures
- Monitor, approve and/or revise all financial aid packaging for all qualified applicants in accordance with federal, state, institutional and other policies and procedures.
- Oversee coordination of student loan processing between students and the financial aid office.
- Work with the Business Office to ensure accurate and timely exchange of information and awards.
- Provide a high level of customer service to students, parents and the public.
- Answers a high volume of phone calls, emails and video follow up related to the Financial Aid process for students.
- Collaborate to ensure timely disbursement of financial aid funds and timely student refunds.
- Assist with the appeal process including collecting student documentation, related to SAP
- Develop and conduct financial aid presentations and participate in outreach activities in the community
- Assists student veterans, including collecting documentation, to apply for veterans' benefits
- Oversee the development, design, revision and update all publications (website, college catalog and related media) relating to financial aid, such as financial aid applications, forms used for tracking applications, correspondence forms and brochures.
- Counsel and provide timely feedback to students and parents regarding financial needs and problems, and recommend financial aid opportunities and provide counsel on procedures and academic eligibility.
- Other duties as assigned

Position Qualifications:

Required:

- Bachelor's degree
- Understands and demonstrates the importance of communication and customer service.
- Experience providing comprehensive assistance for complex processes.
- Understanding of the mission of the community college and programs typically offered at a community college.
- Proficient in Microsoft office. Prepared to learn BANNER and SIS related to financial aid.
- Proven ability to work as a team player, appropriately exhibiting a positive attitude and sense of humor.
- Demonstrated management, interpersonal, and organizational skills;
- Polished communication skills – both oral and written;
- Commitment to working with a diverse population;
- Active participation in community programs including civic, charity, or professional organizations; other functions; and
- Willingness to travel in-state or out-of-state.

Special Requirements:

The successful candidate must submit to and successfully complete a post-offer, pre-employment background check as a condition of hire.

Salary:

Salary range is \$41,000-\$43,000 based on a 12-month appointment and successful candidate's qualifications and experience. Benefit package including retirement and health insurance is available.

Application Instructions

For consideration, an applicant must submit the following:

- A letter addressing the professional qualifications listed in the position description
- A current resume or a current curriculum vitae
- Unofficial Transcripts (of highest education attained)
- The names and telephone numbers of at least three (3) references from persons in a position to evaluate the applicant's expertise as it relates to the position requirements.

IMPORTANT NOTE: Travel and/or relocation expenses are the responsibility of the candidate and are not reimbursed by the College.

CLOSING DATE:

To ensure consideration, materials must be received in Human Resources by **September 3, 2021 at 5pm (MST)**. Application screening will begin immediately and only the most qualified candidates will receive further consideration. This position will remain open until filled.

SUBMIT ABOVE APPLICATION MATERIALS TO

TSJC Search Committee: Financial Aid Counselor
ATTN: Yvette Atencio, Director of Human Resources
600 Prospect Street, Campus Box 181
Trinidad, CO 81082
(719) 846-5538
Email: Yvette.Atencio@trinidadstate.edu
Fax: (719) 846-5067 (direct fax, does not require cover sheet)

Inquiries

Yvette Atencio, Human Resources Director – (800) 621-8752, ext. 5538 or 719-846-5538
Kerry Gabrielson, Vice President, Student Services— (800) 621-8752, ext. 5643 or 719-846-5643

Notice of Non-Discrimination

Trinidad State College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. Individuals affiliated with the College shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as "civil rights laws"), including protections against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities.

The Board recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the workforce. The Board also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5538. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Notice to All Applicants

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

ABOUT TRINIDAD STATE COLLEGE

Trinidad State College is designated as Hispanic Serving Institute (HSI), and is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College's Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs.

For information regarding Trinidad State College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State College Campus Security website at <https://trinidadstate.edu/security/index.html>. For a hard copy report, please contact 719-846-5618

About Trinidad, Colorado

A well-known landmark, Fisher's Peak, overlooks the City of Trinidad, which is nestled in a valley surrounded by pion-studded hills. Located 185 miles south of Denver, and just 15 miles north of the New Mexico border on Interstate Highway 25, Trinidad abounds in a panorama of mountain beauty. Ski slopes are within a 60-minute drive from the campus. Trinidad's nine-hole golf course is one of the best in the state. Trinidad Lake State Park, Bear, Blue, Monument and North lakes all offer outstanding fishing, boating, camping, hiking and outdoor recreation opportunities. Having a population of approximately 10,000, Trinidad is known for the convenience and friendliness of small-town living. The area is unexcelled for its moderate, dry climate.

About Alamosa, Colorado

The Trinidad State College Valley Campus is located in the San Luis Valley, which consists of six counties. Located in a broad, mostly flat valley, as much as 100 miles long and 75 miles wide, with an elevation of 7,500 feet at the Valley floor, the region is rimmed by high mountains to the north, east, and west, with elevations up to 14,345 feet. The Rio Grande River rises in the western part of the region and flows south into New Mexico. The region has an area of 8,180 square miles and a population of approximately forty thousand people.

Highway transportation in the Valley includes U.S. Highway 285, traversing the Valley from north to south, and U.S. Highway 160, which connects the Valley with Interstate 25 to the east. Rail service to many communities in the region is provided by the Denver and Rio Grande Western Railroad. Alamosa is served by a commercial airline with daily flights to Denver and New Mexico cities.

Scenic and recreational attractions are another major resource of the San Luis Valley including the Great Sand Dunes National Monument; Wolf Creek Ski Area; Rio Grande and Gunnison National Forests; San Luis, the oldest city in Colorado; Conejos, with the oldest church; the old mining town of Creede; and the Narrow-Gauge Railroad, which runs between Antonito, Colorado and Chama, New Mexico over spectacular Cumbres Pass. Surrounding the Valley are the San Juan and Sangre de Cristo mountain ranges, with nine peaks rising above 14,000 feet.

TSJC MISSION STATEMENT

Enriching our diverse communities by providing quality educational experiences and promoting lifelong learning.