



**Terra is pleased to announce the following open position:**

All positions contingent on funding

**POSITION**

Position Title	Enrollment and Financial Aid Advisor - multiple positions available
Reports to	Director of Admissions and Enrollment Services/Director of Financial Aid
Department	Financial Aid and Enrollment Services
Is this position a supervisory position?	No
Office Location	A100

**SCOPE**

Summary of Posting

Provides in-take advising services for prospective, incoming and transfer students, and assists with outreach activities. Subscribes to the philosophy of a team approach to proactive, developmental advising; maintains an understanding of and adapts to emerging technologies and their impact on instructional programs. Makes decisions that are fair, equitable, and in compliance with federal, state, and college regulations regarding the administration of financial aid. May steward the Federal Family Education Loan Program (FFELP). May serve as the point of contact and certifying official for Veterans Affairs.

## Job Responsibilities

Provides information to prospective students regarding the College's admissions policy, assessment, financial aid, student organizations, support services, and programs of study.

Performs a needs assessment and provides appropriate guidance and in-take advising in areas to include academic planning, class and course selection, career development, support services, transfer opportunities, and College policies and procedures.

Remains current in academic program offerings, changes, and new program options. Maintains comprehensive understanding of assigned academic program areas and provides regular updates to enrollment services staff regarding changes and progress in academic program development.

Maintains comprehensive understanding of financial aid practices, policies, and procedures including FAFSA filing, eligibility requirements for Pell Grants, scholarships, subsidized and unsubsidized loans, etc.

Confers with individuals and groups to disseminate information and answer questions relating to financial assistance available to students enrolled in the college, college academic programs, college services, and other services related to the process of becoming a student at Terra.

Maintains in-take advising records and prospect communication plans as directed. Represents the college at outreach activities. Develops activities that bring guests and groups of prospective students to the College.

May advise veterans regarding educational benefits and manage the electronic data exchange process for enrollment certifications with the Department of Veterans Affairs.

May audit veterans' files for curriculum and procedural compliance.

May process student and parent loan applications and manage the electronic data exchange process with student loan guarantee agencies.

May coordinate student loan electronic funds transfers with the Cashiers' Office.

Adheres to ethical standards and is knowledgeable about appropriate federal, state, College, and professional organization policies and procedures. Maintains confidential student information.

## REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?

Bachelor's degree in business, education, or related field required.

What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?

What field(s) should the training or degree be related to?

Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list.

Items preferred, but not required (if applicable)

Master's degree in college student personnel, higher education administration, counseling or education strongly preferred; two to four years experience in admissions, financial aid or academic advising preferred.

Knowledge

Proficient in word-processing and presentation software, internet, and e-mail.

Skills

Effective verbal, written, and listening communication skills.

Effective problem solving skills.

Must have computing skills for the ability to use with various software applications and the Internet.

Abilities

Demonstrated ability to multitask and manage in a dynamic, changing environment desired.

Demonstrated ability to effectively communicate one-on-one, in small groups, and in classroom situations.

Demonstrated ability to work with a diverse group of students.

Demonstrated ability to advise students.

Ability to interact with a variety of personnel across a broad spectrum of college departments.

Demonstrated ability to work as a team player, and collaborate with colleagues.

Other Characteristic  
(Personality, Attitude, Social Presence, etc.)

## COMPENSATION INFORMATION

Job Classification	Professional Staff
Job Type	Full-Time
Category	Exempt (salaried)
Recruitment Type	External Posting open to general public
Union Position	No
Grade (if union position)	
Work Schedule	Position requires work hours during some evenings and occasional weekends.
Hiring Range (Min - First Quartile)	Range begins at \$31,170

## ADDITIONAL POSTING INFORMATION

Job Open Date	5-May-09
For Full Consideration Apply By	20-May-09
Application Review Date	20-May-09
Job Close Date	Position open until filled
Required Application Materials	Cover letter; resume; official Terra application; Names and addresses of four references, one of whom must have been your supervisor.
Other Special Instructions	Please express your interest in this position by submitting your materials to:  Terra Community College HR/Employment Opportunities 2830 Napoleon Road Fremont, OH 43420 OR hr@terra.edu

**Terra Community College is an Affirmative Action/Equal Opportunity Employer**









Administrative  
Professional Staff  
Support Staff  
Faculty  
Non-Credit Instructor  
Student Worker

Full-Time  
Part-Time

Exempt (salaried)  
Non-Exempt (hourly)

Internal Posting for current employees only  
External Posting open to general public  
Internal - Current Staff Union Employees Only

Yes  
No