

Columbus State Community College Position

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name	
Employee Last Name	
Employee ID Number	
InterimId (Colleague ID)	

Position Title

Classification Title	Advisor
Class Code	065
Competencies	

Position Details

InterimId (Colleague ID)	
Position Title	Advisor (Veteran Affairs)
Hire Date:	
Probationary Period:	
Full-Time/Part-Time:	Full-Time
Location:	Columbus Campus
Employment Status:	Board Approved
Employment Type:	Staff
Bargaining/Non-Bargaining Unit	Non-Bargaining Unit
FLSA Status	Exempt
Non Bargaining Unit Salary Table:	PROF Band
FOP Salary Table:	
Teamsters Salary Table:	
CSEA Salary Table:	
Adoption Date:	01/01/2002
Reports To (list supervisor's title):	Supervisor 1 [Veteran's Services]

Supervisor's PCN:	
Division:	Enrollment Services
Department:	Military & Veteran's Services
Functional Area:	Veteran Affairs
PCN:	
Distinguishing Job Characteristics:	
Essential Duties & Responsibilities:	<p>To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.</p> <ol style="list-style-type: none"> 1) Provides advice and assistance to students regarding veteran's education forms, policies, procedures and benefits. 2) Ensures accuracy of financial aid and VA applications. Reviews information, identifies problems and takes necessary steps for corrections. 3) Adjust VA benefits and certification. Monitors student class schedules and attendance. Certifies student enrollment by reporting to VA and processing documents for new and returning veterans. Generates correspondence to notify students of ineligible classes, duplicate courses, re-certification, changes of program of study and other information. Processes advance paychecks received from VA. 4) Advises students and parents. Provides advice and information about federal, state, institutional and privately funded programs. Informs students and parents of student financial aid policies, procedures and processes. 5) Assists students with registration and fee payment problems. Writes and approves promissory notes following institutional and federal guidelines. Provides counseling on budgeting, aggregate loan limits, debt management, bankruptcy and default resolution as it applies to financial aid. 6) Offers assistance and provides initial admission, records and registration and academic counseling information and directs students to appropriate department. Responds to telephone calls, correspondence and email messages. 7) Determines ineligible disbursements of financial aid. Reviews withdraw report in compliance with federal laws. Notifies withdrawing students of outstanding or overpaid funds. 8) Identifies, develops and implements advising activities in the Financial Aid Department. Monitors trends and patterns relative to student advisees. Assesses needs of students and facilitates student-centered learning. 9) Plans and coordinates special on-campus financial aid activities. Conducts financial aid workshops and presentations

	<p>on and off campus for traditional and non-traditional students and parents.</p> <p>10) Ensures compliance of federal and state regulations and reauthorizations. Obtains updates of Congressional rulings, handbooks and publications.</p> <p>11) Completes and maintains required documentation including analysis of summary report, and advising statistics.</p> <p>12) Maintains confidentiality of student records and other sensitive information.</p> <p>13) Works assigned schedule, exhibits regular and predictable attendance and works overtime as required to meet workload demands. Performs other related duties as required.</p>
Other Duties & Responsibilities:	<p>Cross-trains and performs duties of other department personnel during absences and as workload demands.</p> <p>Makes recommendations concerning strategic planning, consumer information and departmental policies and procedures.</p>
Working Conditions:	Normal office working conditions.
Usual Physical Demands:	<p>The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the College, employee and/or applicant identify where reasonable accommodations may need to be considered.</p> <p>While performing duties of this job, the employee regularly exhibits digital dexterity when entering data into computer. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when focusing on a computer screen. The employee occasionally lifts or exerts force of up to 10 pounds when moving files, boxes and other materials.</p>
Required education/experience:	An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Minimum qualifications for this position are: Bachelor's Degree in a closely related field, with 1 to 3 years progressively responsible financial aid and student advising experience.
Knowledge, Skills, & Abilities:	<p>Knowledge of: financial aid federal and state rules and regulations; VA policies and procedures; computer software, programs and applications; administrative and office management; basic mathematics.</p> <p>Ability to: develop and maintain effective working relationships with associates, supervisors, job contracts and general public; exhibit flexibility in work schedule and job tasks; work independently demonstrating initiative; originate correspondence; collect data, establish facts and draw valid conclusions pertaining to financial aid administration; maintain and promote good public relations; maintain confidential and</p>

	<p>sensitive information; work with persons from diverse backgrounds; provide accurate financial aid advice to students.</p> <p>Skill in: verbal and written communications; customer service; problem solving; application of job software programs; performing mathematical calculations including addition, subtraction, multiplication, decimals, percentages and fractions; filing documents in alphabetical, numerical, chronological and subject order; operating general office equipment; maintaining records; speaking effectively to large groups.</p>
Licensure or Certification Requirements:	State Motor Vehicle Operator's License or demonstrable ability to gain access to worksite(s).
Responsible Hiring Manager (include all departmental HMs and contacts accessing this position):	
Recommended Salary	
Start Date	

Job Duties

No Records Found

_____	_____	
<i>Date</i>	<i>Signature of Supervisor</i>	
_____	_____	_____
<i>Date</i>	<i>Signature of Hiring Authority</i>	<i>Name and Class Title</i>