



SOUTHWEST
TEXAS★COLLEGE

HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY

2401 Garner Field Road, Uvalde, TX 78801

Phone: (830) 591-7330 | Fax: (830) 591-7340

human.resources@swtxc.edu | swtxc.edu

Title: Financial Aid Advisor

Job ID: 262706710103

Campus: Eagle Pass

Closing Date: September 25, 2026

Job Summary: Counsel students regarding financial aid needs/process to complete file. Process files according to required guidelines. Organizes and schedules activities such as meetings, travel, conferences, and department events. Maintains and updates the department filing system. Responsible for assigned applicant pool. Responsible for all documentation processes and professional judgment revisions. Participates in workshops and seminars to keep abreast of Financial Aid changes. Work rules, code of conduct, and other policies are part of the essential functions of the job. Ability to communicate effectively with students and college personnel.

Provide financial counseling to students and families, helping them understand available aid options and eligibility. Maintain accurate records and documentation for all financial aid transactions and communications. Advocating for students in financial need and resolving issues related to financial aid awards or disbursements. These responsibilities ensure that students receive the financial assistance they need to pursue their academic goals.

Classification: Full-time, Exempt

Department: Financial Aid

Salary: Professional Schedule Group II. Commensurate with education and experience. Twelve-month position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's degree is required.

Experience & Training: Familiarity and agreement with the basic principles governing the administration of student financial aid programs. Strong written and oral communication skills, as well as excellent interpersonal and public relations skills. Above-average knowledge of computers and communication technology necessary. Knowledge of Colleague software preferred. Strongest consideration will be given to candidates with financial aid or equivalent work experience.

Additional Qualification Requirements: Ability and skill to manage a high volume of work are necessary. Must be able to demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the reference and background check specified for the position. Must have a valid driver's license and be insurable through SWTX insurers. Travel is required to other locations served by the college.

NEW APPLICANT

Create a New Account & Apply

New to our application system? Create an account and begin your application.

Ready to join the SWTX team?

Choose the option that applies to you.

(Click the link on either box)

RETURNING APPLICANT

Continue Your Application

Already have an account? Sign in to continue or complete your application.