RSU Secondary logo

FINANCIAL AID COUNSELOR

**POSITION SUMMARY:**

The Financial Aid Counselor will assist in the general administration of federal, state, institution, and private financial aid programs to students.

**PRIMARY DUTIES:**

* Performs various functions related to financial aid, including, but not limited to, counseling students and parents on the financial aid process. This is done in person or by other means. In addition, answering incoming calls and resolving any questions related to financial concerns.
* Review financial aid applications.
* Exercising professional judgment as warranted.
* Understand, learn and utilize computer information database systems(s).
* Prepare and present sessions at student functions such as college fairs, high school visits, and financial aid seminars.
* Other duties, responsibilities and tasks as assigned.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s degree and two (2) years of professional work experience.

**PREFERRED QUALIFICATIONS:**

* Bachelor’s degree in related field;
* Two (2) years professional work experience in college financial aid or higher education;
* Knowledge of Title IV regulations related to aid verification and processing;
* Knowledge of PowerFAIDS or relevant experience with student information system.

**KNOWLEDGE AND SKILLS:**

1. Excellent communication, telephone and people skills;
2. Flexibility;
3. Ability to manage and process high customer interaction volume in a competent manner;
4. Knowledge of federal and state financial aid regulations;
5. Knowledge of computer software packages including Microsoft Office;
6. Ability to learn new software packages quickly with minimal support;
7. Superior organization, prioritization, self-motivation, and problem solving skills;
8. Ability to abide by procedures and maintain confidentiality;
9. Collaborating manner and ability to get along with others in workplace setting.

**REPORTS TO:** Director of Financial Aid

**LICENSES:** None

**SUPERVISION GIVEN TO:** Student workers

**CLASSIFICATION:**  Full-time, Hourly

**HOURS:** 8:00 AM – 5:00 PM Mon-Fri.

Evenings and weekends as overtime/comp time if applicable.

Apply at: <https://rsu.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&query_organizational_tier_3_id%5B%5D=20&query_position_type_id%5B%5D=1&999%5B%5D=1&1000%5B%5D=1&commit=Search>