



Financial Aid Counselor

College of Saint Mary is seeking a goal oriented and self-motivated professional to join the Financial Services Team as a Financial Aid Counselor. At College of Saint Mary we believe in the power of education to help women realize their potential, identify leadership strengths and find fulfillment in careers and lives.

This position is responsible for counseling students and their parents on all aspects of financial aid in person, over the phone, and via email. This position also has responsibility for managing specific financial aid programs and processes.

Essential Functions

- Counsel both new and continuing students and their parents on all aspects of financial aid.
- Support financial literacy through a one-on-one outreach approach with students who are at high risk of struggling to afford their educational costs.
- Communicate with students about renewing FAFSA and reminding of missing verification documents, entrance and exit counseling, award acceptances, SFAs, and other requirements.
- Review financial aid verification documents and other documents and do data entry of documents. Track completion of documents and follow up for completion, as necessary. Keep track of and record communications, and forward them on to appropriate person as necessary.
- Complete professional judgments as needed according to federal and CSM policies.
- Co-Responsible (with the other financial aid counselor) for responding to financial aid emails, phone, voicemails, and walk-ins that have been elevated to the counselor level.
- Communicate with students to ensure exit counseling is completed for Direct Loan and TEACH Grant.
- Assist students with completing forms and online processes. Fill out financial aid forms requested by students and other organizations.
- Assist as needed with new and continuing packaging.
- Assist with monitoring, entering data, and communicating with students in regards to Direct Loan and TEACH Grant Counseling and other requirements.
- Maintain communication with students on financial aid topics through the use of the Financial Aid Community site on MyCSM and the bulletin boards outside of the Express Center.
- Keep current on federal, state, and institutional financial aid regulations and how they apply to CSM students' financial aid.

Education and Experience

Bachelor's degree required

One year of experience working a financial aid office preferred

Application

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

[Application for Financial Aid Counselor](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.