



## 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.
- Maintain work-study placement lists and organize hiring process. Act as contact for both work-study supervisors and students. Collaborate with the Director of Career and Financial Literacy Programs in providing training opportunities for work-study students and supervisors.
- Reconcile timesheet reports with payroll reports following up with Human Resources as necessary. Enter Federal Work Study payroll hours from Human Resources rosters in PowerFaid's FWS Disbursements.
- Assist as needed with new and continuing packaging.
- Resolve Unusual Enrollment History c-codes, marital status mismatches, and enter acceptances in PowerFAIDS.
- Complete professional judgments as needed according to federal and CSM policies.
- Coordinate with student accounts to ensure outside scholarships are known to both student accounts and financial aid. Enter outside scholarships on financial aid awards and repackage as necessary.
- 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.
- Support financial literacy through a one-on-one outreach approach with students who are at high risk of struggling to afford their educational costs.
- Assist students with completing forms and online processes. Fill out financial aid forms requested by students and other organizations.
- Communicate with students about renewing FAFSA and reminding of missing verification documents, entrance and exit counseling, award acceptances, SFAs, and other requirements.
- Work with Enrollment for special events on campus, presenting financial aid information as requested.
- Assist with monitoring and entering data for Entrance Counseling and MPN completion using the COD website
- 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.

### Education and Experience

- Required: Bachelor's degree
- Preferred: One year of experience working a financial aid office

### 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.*