Financial Aid Counselor

College of Saint Mary is seeking a Financial Aid Counselor. The Financial Aid Counselor will provide Counseling of students in all aspects of financial aid.

**Primary Job Responsibilities:**

- Counsel both new and continuing students and their parents on all aspects of financial aid.
- Coordinate a dynamic financial literacy program for all CSM students which supports CSM’s mission and strategic plan.
- Maintain work-study placement lists and organize hiring process. Act as contact for both work-study supervisors and students.
- Reconcile timesheet reports with payroll reports following up with Human Resources as necessary. Enter Federal Work Study payroll hours from Human Resources rosters in PowerFaids FWS Disbursements.
- Work with Enrollment for special events on campus, presenting financial aid information as requested. These will require working a few Saturdays each year.
- Communicate with students about renewing FAFSA and reminding of missing verification documents, entrance and exit counseling, award acceptances, SFAs, and other requirements.
- Co-Responsible for responding to financial aid emails, phone, voicemails, and walk-ins along with the other financial aid counselor.
- Communicate with students and monitor 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. Responsible for posting outside scholarship information.
- Keep current on federal, state, and institutional financial aid regulations and how they apply to CSM students’ financial aid.
- Other duties as requested.

**Qualifications:**

- Bachelor’s Degree is required.
- At least 1 year of experience working in a financial aid office preferred.
- Knowledge of basic arithmetic and making arithmetic calculations.
- Knowledge of general office practices and procedures.
- Knowledge of the principles and practices of accounting.
- Knowledge of maintaining financial records and preparing routine financial reports.
- Knowledge of software packages such as Microsoft Word, Excel, and Access.
- Ability to concentrate on details of projects during numerous interruptions by telephone calls or walk-in inquiries.
- Ability to communicate effectively, both orally and in writing, including very strong verbal communications skills.
- Ability to exercise important human relations skills in establishing and maintaining effective working relations with college community.
- Maintain professional demeanor and appearance.
- Provide sound judgment and reasoning skills.
- Ability to organize and effectively manage workflow.
- Maintain confidentiality of student record information.

**Application:**

Please apply using the following link. **Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.** Applications accepted until position is filled.

[https://home.eease.adp.com/recruit/?id=8827261](https://home.eease.adp.com/recruit/?id=8827261)

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