



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Student Accounts Coordinator

Are you looking for a customer service position within an amazing financial services team? If so, our Student Accounts Coordinator position might be the right fit for you. This position works within College of Saint Mary's Express Center. The Express Center serves CSM students, faculty, and staff as a "one-stop shop" for student accounts, financial aid, cashiering, and registrar.

Our Idea of a Perfect Candidate Is Someone Who:

- Understands that every interaction matters to help students succeed in achieving their academic goals.
- Has high attention to details, the ability to work on projects independently; and has strong problem-solving skills.

Our Ideal Candidate's Preferred Education and Experience Include:

- A high school diploma.
- More than one year of customer service and/or cash handling experience.

This Position:

- Greets walk in guests to the Express Center and answers Student Account/Financial Aid questions
- Is the primary contact for all phones and email boxes for Student Accounts/Financial Aid.
- Assists students with the SFA (Semester Financial Arrangements) process and is responsible for monitoring the pending SFA List and all follow up.
- Processes Campus Store deposit, cash advances and cash reimbursements.
- Cashes out and balances cash drawer daily and prepares daily and weekly cash and check deposits.
- Assist with bookstore vouchers and campus card entries.
- Receive and process all Outside Scholarships.
- Enter FAFSA scheduled action in PowerCampus.
- Is responsible for coordinating and supervising work study/student workers for the Express Center.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application:

Please have a resume, cover letter and three professional references, including a minimum of one supervisor, ready to upload during the application process.

Please apply using the following link: [Application for Student Accounts Coordinator](#)

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.