



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 Financial Counselor

College of Saint Mary is looking for a talented candidate to join the Express Center team as a Student Financial Counselor! Our team is looking for a new member who understands that every interaction matters to help students succeed in achieving their academic goals. We are dedicated to creating a welcoming, supportive, and diverse atmosphere for our students, their families, and our staff.

As the Student Financial Counselor, the candidate will be responsible for the advising of prospective and currently enrolled undergraduate, graduate, and professional students on financial aid, student billing, and student payment services, in person, online, over email, and phone. This position also has responsibility for managing specific financial aid programs and processes.

Strong candidates for this position should have: high attention to details; ability to work on projects independently; strong problem-solving skills; knowledge of basic arithmetic and making arithmetic calculations; knowledge of general office practices and procedures and the Microsoft Office software package; the ability to complete projects with numerous interruptions; the ability to communicate effectively, both verbally and in writing; the ability to exercise important human relations skills in establishing and maintaining effective working relations with the college community.

The Student Financial Counselor works within College of Saint Mary's Express Center. A strong candidate will have the ability to work cohesively as a team and build professional relationships within the team. The Express Center serves CSM students, faculty, and staff as a "one-stop shop" for student accounts, financial aid, cashiering, and registrar.

Education and Experience:

This position requires a bachelor's degree and at least one year of customer service experience. Additionally, cash handling experience and/or experience working in financial aid or student accounts is preferred.

Application:

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

[Application for Student Financial 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.