



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

Do you have high attention to detail and a desire to work with students? If so, you might be a perfect fit for our Student Financial Counselor position. Our team is looking for a new member who understands that every interaction matters to help students succeed in achieving their academic goals.

Our Idea of a Perfect Candidate Is Someone Who Has:

- High attention to details, the ability to work on projects independently, strong problem-solving skills, and the ability to complete projects with numerous interruptions.
- Can exercise important human relations skills in establishing and maintaining effective working relations with the college community.

Our Ideal Candidate's Education and Experience Include:

- A bachelor's degree and at least one year of customer service experience.
- Cash handling experience and/or experience working in financial aid or student accounts.

This Position Is Responsible For:

- Counsel students and their parents on all aspects of financial aid and the student account.
- Assist students with financial aid and student account online processes, documents, forms, payments, and their Semester Financial Arrangements.
- Co-Responsible (with the other financial counselor) for responding to emails, phone, voicemails, and walk-ins that have been elevated to the counselor level.
- Accept cash receipts student payments and understand all aspects of the student account and billing.
- Maintain the work-study program.
- Responsible for tracking and maintaining record of outside scholarships given to students.
- Support financial literacy through developing and maintaining a one-on-one outreach approach with students who are at high risk of struggling to afford their educational costs.
- Communicate, monitor, and enter data for required Direct Loan and TEACH Grant Exit Counseling.

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 contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [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.