

# Financial Aid Counselor



**Department:** Financial Aid

**Type:** Full-time, Staff

**Function:**

Coordinates financial aid packaging and financial aid counseling for students and department related responsibilities through the following duties:

**Responsibilities:**

1. Packaging students with financial aid, based on ISIRS and/or other merit or scholarship aid.
2. Coordinating Federal Work Study and Stephens's employment, including tracking time, tracking hours, correspondence to students, correspondence with supervisors and coordinating employment with CCPD and HR.
3. Verification of student's information for packaging.
4. Counseling and assisting students as needed.
5. Downloading and transmission of ISIR's and corrections. Categorize ISIRs by program and upload into appropriate CRM.
6. Monitor of NSLDS for students as packaged.
7. Ensure all compliance is being adhered to for financial aid.
8. Process and reconcile Access Missouri, Bright Flight and other aid as needed.
9. Process R2T4 adjustments for Missouri grants, and others as needed.
10. Prepare general correspondence, survey information and loan histories.
11. Prepare reports as requested.
12. Review and counsel students in regard to financial aid packages.
13. May conduct campus visit sessions and assist Admissions in Financial Aid presentations.
14. Other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Qualifications:**

- A bachelor's degree or an equivalent combination of education and experience
- 4 years professional work experience preferred
- A preference for details, organization, efficiency and service
- Good work habits, attitude and interpersonal skills
- Demonstrated ability to coordinate work with colleagues for maximum efficiency
- Good customer service skills and professional demeanor
- Experience using computer programs including Word, Excel and databases.
- Preference given to experience with PowerFAIDs, Power Campus, EdExpress

- The ability to focus on tasks and perform work accurately with frequent interruptions and distractions

**Reports To:** Director of Financial Aid

**Application Process:**

Qualified applicants must complete an on-line [Stephens College application](#) with the following:

- Cover Letter
- Resume
- Three References

Review of materials will begin immediately and continue until the position is filled. Employment will require a criminal background check.

*Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College retirement plan.*

**About Stephens College:**

Established in 1833, Stephens College is a comprehensive Master’s institution with a robust undergraduate women’s college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women’s competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.

*Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.*