

# 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

**Relationships:**

Frequent contact with current and prospective students and visitors. Continuous contact with Admissions, Accounting, Campus Computing, Registrar, Human Resources, Career Development, Student Development and other departments to exchange factual information and explanation of rules, regulations, practices or functions.

**Reports To:** Director of Financial Aid

**Responsibility for Final Decisions:**

Completed work may be randomly reviewed by the Director of Financial Aid.

Work is performed independently.

Decision-making examples include prioritization, time management, and professional discretion.

Tasks are well defined and repetitive, following prescribed steps, methods and/or procedures, such as loan processing, awarding of assigned students, and preparing files.

Work involves decision-making and applying knowledge of financial aid to ensure compliance and maintain Stephen College procedures and policies.

Errors may cause inaccuracies in reports, records or data resulting in dissemination of inaccurate or incomplete information. Tasks must be completed with few errors and errors must be corrected as soon as detected.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed inside under normal office conditions and employee may be exposed to varying temperatures and dust.

Work requires:

- Ability to lift/carry and push/pull a minimum of 25 lbs.
- Keying on a computer repeatedly during an 8-hour shift.
- Reaching/handling of various office equipment/files repeatedly during an 8-hour shift.
- Stooping/kneeling or crouching/crawling.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made upon request regarding the work environment and physical demands to enable individuals with disabilities to perform the essential functions.

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

# Financial Aid Counselor



## 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 is an equal opportunity employer committed to diversity.*

**Smoke-free campus**

## About Stephens College:

Stephens College ([www.stephens.edu](http://www.stephens.edu)) is the second-oldest women's college in the country. Recognized for excellence in the creative arts and health sciences, the College's 50-plus full-time faculty deliver more than 25 majors at the undergraduate level and three graduate programs (including a new Master of Physician Assistant program, and a low-residency M.F.A. in Television and Screenwriting, located at the Jim Henson Studios in Los Angeles). The College comprises three schools: the School of Creative and Performing Arts, the School of Design and the School of Health Sciences.

Stephens College is located at the center of downtown Columbia, Missouri, home to the University of Missouri, with a student enrollment of approximately 35,000. Columbia, with a population of about 115,000, is consistently rated as a top city in which to live because of its educational facilities, health care, cultural opportunities and cost of living.

Stephens College is a member of the American Midwest Conference of the National Association of Intercollegiate Athletics. Student-athletes compete in basketball, competitive dance, cross country, soccer, softball and volleyball. An esports team is also available.