

**Position:** Financial Aid Counselor

**Department:** Financial Aid

**Reports to:** Director of Financial Aid

**Job Summary:** Provides assistance to prospective and continuing students and their families in all aspects of the financial aid process, including application, eligibility and awarding aid in accordance with federal, state and institutional policies. Must at all times possess excellent knowledge of, and demonstrated ability to, administer practices with regard to financial aid in compliance with applicable regulations and policies. Must at all times be dedicated to providing high quality, courteous services throughout the St. Francis College (the "College") community.

**Duties and Responsibilities:**

- Answer inquiries from students, parents and other College constituencies.
- Edit files for accuracy and completeness and package with appropriate forms and amounts of aid.
- Conduct College nights and other speaking events both on and off campus.
- Meet with parents and students regarding the affordability of the College and the calculation of out-of-pocket expenses.
- Collect and compile data and perform federal verification for selected files; resolve data discrepancies as they are presented.
- Originate and process all federal loans.
- Concentrate on special areas, including, but not limited to, financial literacy and loans.
- Maintain working knowledge of federal, state and institutional policies and procedures related to financial aid.
- Perform all other duties as assigned.

**Qualifications:**

- Bachelor's Degree.
- Some work experience in a higher education environment with exposure to the financial aid process is required.
- No less than two years of financial aid or closely related experience is preferred.
- Excellent interpersonal and oral/written communication skills and the ability to relate well to a broad variety of constituencies.
- Must possess excellent technology and communication skills.
- Ability to be organized and pay attention to detail.
- Ability to prioritize workload according to volume, urgency, etc.
- Knowledge of Ellucian products (Colleague or Banner) is preferred and Informer reporting.
- Computer skills using Microsoft Word and Excel.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of an inclusive multi-cultural college community and the Franciscan traditions of St. Francis College.
- An appreciation of working in an inclusive, engaging and diverse college environment.

- Flexibility to work some evenings and weekends. It is expected that some evening and weekend work will be required for College events throughout the year.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is strongly committed to diversity and inclusion on our campus and all qualified applicants will receive consideration without regard to age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence or any other characteristic protected by law. We are an Affirmative Action, Equal Opportunity employer and we are committed to increasing the diversity of our faculty, staff, students, and the curriculum. Qualified candidates of diverse backgrounds are therefore encouraged to apply.

Interested applicants can apply by clicking [here](#).