



# ST. FRANCIS COLLEGE

THE SMALL COLLEGE OF BIG DREAMS

## Senior Financial Aid Counselor

St. Francis College, Brooklyn (the “College”) is embarking on an ambitious plan to revitalize the College even as it remains true to its core mission: private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, social responsibility, and life-long learning. As a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, to creating conditions so that students will learn the technical skills necessary to navigate a 21<sup>st</sup> Century workplace while never losing sight of the importance of ensuring that all students learn to cultivate their humanity, the College is expanding its offerings, its services and the ways it engages in and beyond its campus. In short, it is an exciting time to join the St. Francis College Community.

**Job Summary:** Reporting to the College’s Director of Financial Aid and passionate about the College and its mission, the Senior Financial Aid Counselor is an integral part of the College’s financial aid team and assists in all aspects of packaging and awarding federal, state, and institutional financial aid. She/he is responsible for performing advanced level financial aid processing and program administration, which among other abilities, requires superior customer service skills during frequent interactions with students and families with limited financial resources.

### **Duties and Responsibilities:**

- Understand and adhere to all federal, state, and local regulations regarding the distribution and reconciliation of federal financial aid (Title IV) funds.
- Prepare student financial aid packages, including awarding, needs analysis, and verification.
- Financial aid packing of all students including verified and non-verified students.
- Respond to and resolve student inquiries made by phone, email, or in person in a timely, courteous and professional manner.
- Assist the Assistant Director of Financial Aid to oversee financial aid processes including: applications, counseling, verification, eligibility determinations, grant, loan and scholarship awards, federal work-study awards, return of federal student aid, professional judgment decisions and financial aid satisfactory academic progress appeals, transfer monitoring, packaging, revisions, and cancellations of student aid
- Process all private outside scholarships.
- Process and certify all Aid for Part-time Study (APTS) applications.
- Update weekly New York State Tuition Assistance Program (NYSTAP) remittance advice from the Higher Education Services Corporation (HESC) to the College’s Datatel system.
- Submit all transfer monitoring information to the National Student Loan Data System (NSLDS) on a per semester basis for new students.
- Post and reconcile Athletic contracts and the Robert J. McGuire Program.
- Monitor Public Service Corps and America Reads Program.
- Implement and run the communication process for federal verifications.

- Participate and present financial aid information at special functions such as, but not limited to, high school college events, orientations, open houses, admitted students day and scholarship day.
- Oversee student workers in the Financial Aid office.
- Perform all other duties as assigned.

**Qualifications:**

- Bachelor's Degree.
- Minimum 3 years of experience as a financial aid counselor or higher position at the college or university level.
- Advanced knowledge of current federal and state laws, policies and regulations governing Title IV and state aid programs.
- Ability to work individually and collaboratively to complete projects.
- MS Office Suite proficiency particularly using mail merges and excel functions.
- Strong written and verbal skills required.
- Ellucian Datatel experience preferred.
- Superior customer service skills, particularly interacting with students and families, many of whom with limited financial resources.
- Ability to work additional hours during peak periods.
- Ability to interact collaboratively and professionally with diverse groups.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

**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 an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

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