

GRADUATE THEOLOGICAL UNION
Job Announcement

POSITION TITLE: Financial Aid Advisor

PRIMARY POSITION PURPOSE:

The Financial Aid Advisor (FAA) is a full time position with regularly scheduled and routine work hours required. Under the supervision of the Financial Aid Director (FAD), the Financial Aid Advisor provides assistance for the day-to-day operations, with primary responsibilities that include providing financial aid information to students and prospective students of the Graduate Theological Union and participating GTU consortium member schools and centers. The FAA assists the Director of Financial Aid and the Assistant Director of Financial Aid in the administration of Title IV, institutional and private funds. The FAA assists with the coordination of specific areas of responsibility, including tracking incoming documents, performing need analysis to evaluate students' financial aid eligibility, communicating student eligibility for aid, processing aid, coordinating the debt management and default prevention programs, assisting in the administration of the federal work study program, and monitoring loan entrance and exit counseling requirements. The FAA provides financial aid counseling to students and prospective students and offers guidance, training, and tools for students to make wise financial choices. The Financial Aid Advisor works cooperatively with the GTU consortium member schools and institutional staff on behalf of the Consortial Financial Aid Office (FAO) to complete tasks as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Counsel students and prospective students regarding financial aid; read, interpret, apply and explain complex laws, regulations, policies and procedures regarding student financial aid and awards.
2. Manages all applicant and student correspondence and inquiries.
3. Coordinates tracking of financial aid documents using the Ellucian Colleague Student Information System.
4. Creates and maintains financial aid files.
5. Under the leadership of the FAD, manage the evaluation of the financial aid budget and distribution of institutional aid for assigned school(s), within the policies established by the Financial Aid Office and designated institution(s).
6. Perform need analysis, verification and packaging and ensure the accuracy of student financial aid awards and records.
7. Assists with all aspects of student loan processing, including participation in the origination of student loans, and overseeing requirements related to entrance and exit counseling.
8. Under the leadership of the FAD, coordinate and implement debt management and default prevention activities of the financial aid office. This includes the following: the regular creation and dissemination of a Financial Aid E-Newsletter; planning and coordinating entrance/exit counseling events, presentations and workshops; providing student loan repayment counseling; other duties and projects related to debt management and default prevention.
9. Assist in the administration of the federal work study program.
10. Work cooperatively with the Assistant Director of Financial Aid.

11. Work collaboratively on behalf of the Consortial Financial Aid Office in partnership with GTU consortium member schools and institutional staff to gather, analyze, interpret and provide data, and complete tasks as assigned.
12. Perform general office processes in various areas of financial aid administration.
13. Special projects and duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education: Bachelor's degree, or equivalent experience, is required.

Experience and Special Skills:

1. Minimum of two years of progressively responsible financial aid experience;
2. Detailed knowledge of federal financial aid regulations, processes and practices related to the programs administered by the FAO;
3. Demonstrated leadership qualities that foster a cooperative work environment;
4. Ability to simplify and communicate complex information to individual students and prospective students as well as to a group;
5. Experience in implementing new strategies and procedures to maximize efficiency in the delivery of student financial aid;
6. Experience in performing need analysis and federal verification and packaging aid;
7. Ability to exercise independence in areas of professional judgment;
8. Ability to work as a team player;
9. Ability to work independently and to prioritize responsibilities;
10. Ability to work effectively with a diverse student body, staff and faculty;
11. Strong customer service skills;
12. High comfort level with technology and software applications required in the financial aid process, including Microsoft Office (Excel, Word, PowerPoint), Ellucian Colleague SIS, COD, EDConnect, EDEExpress or other integrated software; and Internet and e-mail proficiency.

PERFORMANCE CRITERIA:

1. Meets regularly scheduled and routine working hours and has a willingness to occasionally work beyond the routine working hours during peak seasons or for special events.
2. Understands current federal financial aid regulations and institutional aid policies and contributes to compliance with those standards; ability to research regulations and policies when clarification is needed.
3. Able to communicate effectively with students and staff.
4. Takes initiative and works both independently and cooperatively.
5. Demonstrates strong organizational skills and a high attention to detail.
6. Demonstrates excellent interpersonal, written and oral communication skills.
7. Capable of handling multiple tasks while maintaining composure under stressful conditions.
8. Completes tasks accurately and timely.

9. Builds and maintains effective working relationships with GTU/member school staff; promotes a positive representation of the Financial Aid Office and the GTU.
10. Works in a friendly and professional manner with a diverse student body.
11. Contributes to a positive working environment.

Physical Demands

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 to enable individuals with disabilities to perform the essential functions.

- Hours of work - generally 37.5 hours per week.
- Vision - close vision and ability to adjust focus for working on computers
- Hearing - ability to hear verbal communications and to carry on telephone conversations
- Clear Speech - ability to communicate clearly to others as essential part of job function
- Lifting/Carrying - occasional lifting and carrying of files and printed material up to 10 pounds
- Pushing/Pulling - ability to push/pull desk and filing cabinet drawers
- Sitting - ability to sit for long periods - up to 2/3 time spent sitting at a computer
- Reaching - ability to reach above shoulder, below shoulder and at arms' length
- Manual Dexterity - ability to manipulate a computer keyboard, mouse and paperwork/files
- Regular Attendance - required as essential part of job.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is indoors. Frequent face-to-face contact with students and staff. The noise level in the work environment is moderate. No extreme temperatures are present in the work environment.

Tools and Equipment Used:

Including, but not limited to: Phone, personal computer, printer, fax machine, and copier.

KEY WORKING RELATIONSHIPS:

1. Director of Financial Aid
2. Assistant Director of Financial Aid
3. Scholarship Research Assistant
4. Other Student Affairs personnel
5. Students
6. Member Schools Liaisons

7. Outside agencies (i.e. federal agencies, loan servicers, lenders, guarantors, private organizations)

COMPENSATION- Competitive Salary & Full Benefits Package

HOW TO APPLY- Please submit cover letter and resume to- dmorita@gtu.edu

The Graduate Theological Union is an Equal Opportunity Employer