

Financial Aid Counselor – Vincennes, IN Full-Time

Vincennes University is seeking applicants to fill the position of financial aid counselor. This is a full-time professional staff position with benefits located at the Vincennes campus.

This position is responsible for:

- Counsel and advise current and prospective students and their families on federal, state, and institutional financial aid programs, policies, and procedures as well as assist with overcoming barriers to receiving aid.
- Exercise professional judgment to determine additional eligibility when students or their families have unusual financial circumstances.
- Adjust awards as necessary to reflect student's enrollment and eligibility.
- Process satisfactory academic progress, professional judgment, and other letters of appeal.
- Review requests to make adjustments to aid for changes in enrollment, change in program, etc.
- Perform regular review of incomplete files and correspond with students and families regarding the forms and information required to complete the student's file.
- Cross-train with other team members and assist with processing needs as necessary.
- Participate in campus and community outreach events, including events held in the evening and on weekends.
- Develop and present outreach presentations on financial aid and scholarships for prospective and current students.
- Collaborate with immediate supervisor to establish areas for professional growth and identify and request appropriate training opportunities offered by the office, the University, and various professional associations or organizations.
- Perform other duties as assigned.

The university student financial services system operates in Banner, an Oracle database interactive software system.

The successful candidate will have:

- A bachelor's degree required.
- An associate degree with extensive service in a university will be considered.
- two years of experience in a student financial aid office and
- be familiar with federal student aid regulations.

- Must also be a quick learner, a self-starter, and an effective team member while exercising independent judgment and managing confidential information.
- Ability to communicate effectively, both verbally and in writing, with students, parents, colleagues, and other constituents of the university.
- excellent organizational skills, a commitment to deliver excellent customer service, and proficiency in MS Office products.

Benefits:

The candidate will be eligible for all benefits available to a full-time employee of Vincennes University. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>

How to Apply:

Interested applicants should submit a VU Application, cover letter, and resume with a minimum of three references, and transcripts to Human Resources by email: jobs@vinu.edu or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Please note the selected candidate may be required to submit to a criminal history background check. Vincennes University is an Equal Opportunity and Affirmative Action Employer