

**Job Title:****Financial Aid Advisor, University****Job Description:**

Under the supervision of the Executive Director of Financial Aid, the Financial Aid Advisor will serve as the primary Federal Work Study (FWS) contact for current CHSU students, faculty, and human resources. This is a role focused on identifying employment opportunities to be offered through the FWS program, verifying eligibility of prospective student employees and processing required documentation pertaining to the student's FWS employment. This position will also support the department in day-to-day processes including providing financial aid counseling to current and prospective students and application processing.

**Reports to:**

Executive Director of Financial Aid, Financial Aid Department

**Classification:**

Staff, Full Time, Non-Exempt

**Essential Duties:**

- Identify FWS employment opportunities both on and off campus including positions that meet the requirements for community service and family literacy as determined by federal regulation.
- Advertise open positions to current students in a manner that is fair to all interested students.
- Work with supervisors each term or academic year to determine FWS needs and to develop job descriptions for each FWS position.
- Work with Human Resources to complete new hire paperwork for each FWS employee. Ensure that students are submitting timecards on time and accurately.
- Monitor FWS employee work hours reported to ensure accuracy and that annual allocation of funds is spent. Work with supervisors to adjust FWS employee work schedules to avoid over awards and under usage.
- Alert Executive Director of Financial Aid of any expected underuse of funds within timeframes to meet reporting deadlines established by the Department of Education.
- Provide Executive Director of Financial Aid with projections of future FWS needs based on current usage trends.
- Work with the department to develop FWS policies and procedures to ensure compliance with established federal regulations.
- Assist and advise students applying for federal, state, private and institutional financial aid programs; research available options and sources; discuss various eligibility criteria and explain ineligibility as necessary; interpret and explain CHSU's financial aid policies and procedures.
- Maintain current knowledge of federal, state laws and regulations pertaining to financial aid; attend seminars, conferences, workshops, and other training sessions.
- Other duties as assigned.

**Qualifications/  
Education:****Skills & Experience:**

- Previous experience with determining FWS eligibility and awarding, processing and regulations is strongly desired.
- Minimum of (2) years' experience in federal Title IV financial aid.
- Must have knowledge and understanding of laws, regulations, and guidelines related to student financial assistance, as well as knowledge of technological support required for the efficient operations of the program of the office of financial aid (e.g. SAIG, COD, FOTW, etc).
- PowerFAIDS experience preferred.
- Strong interpersonal skills and the ability to work well and collaboratively with a diverse group of people.
- Strong oral and written communication skills.
- Ability to respond to challenging situations calmly and professionally.
- Must be able to maintain a high-level of confidentiality.
- Ability to work independently and as part of a team.

**Compensation:**

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

**Application Instructions**

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to [careers@chsu.edu](mailto:careers@chsu.edu) and type **Financial Aid Advisor** in the subject field of the email.