

Job Title:**Financial Aid Advisor/Coordinator****Job Description:**

Under the supervision of the CHSU Director of Financial Aid, the Financial Aid Coordinator will serve as the primary contact for current and prospective students to CHSU. This is a student-centered role focused on providing immediate and comprehensive service to students on funding the student's education. The Coordinator will support the Director of Financial Aid in delivering financial aid information to prospective students and process financial aid applications, process awards and loan records and perform other technical duties as they relate to student aid.

Reports to:**Director of Financial Aid****Classification:****Full-time, Exempt****Essential Duties:**

- 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.
- Calculate financial need, construct financial aid packages, perform needed verification, certifications, and the transmitting of necessary documentation to appropriate organizations/agencies.
- Collect and track necessary financial aid documents.
- Assist with or conduct presentations, workshops, and orientations to prospective and current students of financial aid requirements and deadlines, as well as financial literacy and debt management information.
- Provide Entrance and Exit Counseling as needed.
- Maintain current knowledge of federal, state laws and regulations pertaining to financial aid; attend seminars, conferences, workshops, and other training sessions; participate in the development of new/revised institutional policies and procedures that will impact efficiency and quality of services provided.
- Other duties as assigned.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

Qualifications:

Education

- Bachelor's degree in a relevant field required

Skills & Experience

- Minimum of two (2) years' experience in federal Title IV financial aid at a health sciences university and/or a minimum of five (5) years at any other post-baccalaureate university.
- Previous experience in Osteopathic or Allopathic Medical financial aid administration strongly desired but not required.
- Must have a thorough knowledge and understanding of laws, regulations, and guidelines related to student financial assistance, as well as knowledge of the technological support required for the efficient operations of the programs 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 with demonstrated public speaking experience and abilities.
- Ability to respond to challenging situations calmly and professionally.
- Must be able to maintain a high-level confidentiality.
- Ability to work independently and as a part of a team.

Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **FINANCIAL AID ADVISOR/COORDINATOR** in the subject field of the email.