FINANCIAL AID COUNSELOR
FULL-TIME
FINANCIAL AID
HIRING RANGE: $34,882 TO $36,934

Applications will be reviewed beginning December 7, 2015. The position will be open and applications accepted until filled.

FUNCTION: Reporting to the Director of Financial Aid, provides counseling and guidance to students, parents, faculty and staff regarding financial aid programs, application procedures, and interaction with Student Accounts; oversees the federal verification process for all student files; coordinates 529 payment follow-up.

RESPONSIBILITIES AND RELATED DUTIES:
1. Provide counseling and guidance to various publics as necessary regarding all aspects of student aid programs.
   - Interview and counsel students with financial aid concerns relating to attendance at Whitworth
   - Review and interpret information for students about financial aid resources, eligibility criteria, and other data related to aid programs
   - Responsible for a significant amount of appointment and drop-in counseling
   - Present financial aid information at various high school nights, college fairs, as needed
2. Responsible for the evaluation of financial aid applications, determination of financial need and the packaging and revising of financial aid awards with the authority to waive or deviate from established practices when warranted.
3. Responsible for awarding all graduate students financial aid, MBA, GSE, MIT and MAT.
4. Responsible for understanding the federal Verification process and supporting the staff in verifying selected student financial aid applications.
5. Monitor 529 payments and FAFSA reporting.
6. Coordinate off campus requests for presentations and order materials as needed.
7. Participate in on and off-campus training opportunities as well as the annual staff retreat.
8. Perform other duties as requested.

QUALIFICATIONS, SKILLS AND ABILITIES:
- Bachelor’s degree and three years of financial aid or other relevant experience required.
- Demonstrated ability to read, organize and utilize large amounts of detailed information and data on a continual basis.
- Experience and competency in computer use and database maintenance.
- Ability to understand and comply with Federal Regulations regarding student financial aid.
- Ability to work responsibly with confidential information.
- Proven ability to work cooperatively and productively with students, parents of students, and professional colleagues.
- Demonstrated ability to work effectively as a member of a team.
- Strong oral and written communication skills.
- Personal commitment to the Christian faith
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives.
- Commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
- Background check required.

APPLICATION PROCESS:
The following documents are required, in addition to completing the online application form:
1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references
4) A one-page document describing your personal commitment to the Christian faith

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.