

Corban University
Position Description

Financial Aid Counselor

DEPARTMENT:	Student Financial Services
REPORTS TO:	Director of Financial Aid
FLSA STATUS:	Full Time/Exempt
REVISED:	August 2014

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: Serve students and parents by providing the best possible services related to financial aid, working cooperatively in a team environment.

ESSENTIAL FUNCTIONS

- Ensures optimal use of financial aid funds by awarding funds from the various university-controlled programs to students in accordance with established federal, state, and University guidelines.
- Promotes a positive image of the Financial Aid Office by making group presentations which explain both the various financial aid programs and associated application processes.
- Ensures student and parent awareness of the various financial aid sources during counseling sessions by providing information to them and answering their questions regarding financial aid sources.
- Assists students in the application process for financial aid by helping them to complete appropriate and required forms; by advising them of their rights and responsibilities concerning financial aid; and by providing them with information about the status of their financial aid applications.
- Determines students' eligibility for the various financial aid programs by evaluating their applications.
- Develops students' money management skills by assisting students with financial planning.
- Contributes to broad based management of the Financial Aid Office by providing input to office policy and procedure decisions.
- Assists in the preparation of required statistical reports by collecting data and keeping accurate records on programs administered by the Financial Aid Office and by designing and revising forms as appropriate.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Maintains competency and professional currency through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses required by the Financial Aid Coordinator.
- Contributes to the overall success of the Office of Student Financial Aid by performing all other duties as assigned by the Director of Financial Aid.

KNOWLEDGE, SKILLS AND ABILITIES:

- Detail oriented
- Customer Service Driven
- Strong communication skills (oral and written)
- Effective teacher
- Lifetime learner
- Team player
- Above average computer competency (knowledge of excel a *must*, Powerfaids a *plus*)
- Knowledge of government laws, rules and regulations that relate to financial is a *plus*

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree in Business, Finance, Accounting or related field.
- 1-2 years of proven success in Financial Aid or a comparable field that requires attention to detail and service to customers.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

WORKING CONDITIONS: Traditional office environment and hours.

Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public.

Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook.

Application Process on Next Page

To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu/employment)

Send to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316