



Corban University
Position Description

FINANCIAL AID COUNSELOR

DEPARTMENT:	Financial Aid
REPORTS TO:	Senior Director of Financial Aid and Accounting
FLSA STATUS:	Full Time/Non Exempt
REVISED:	September 2018

See Application Process on Page 2 and 3

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

SUMMARY: The primary duty of the Financial Aid Counselor is to serve students and parents by providing the best possible services related to financial aid. Under the supervision of the Senior Director of Financial Aid and Accounting, the Financial Aid Counselor works to ensure best practices and regulations are followed for all students receiving financial aid. The Financial Aid Counselor works collaboratively with other offices to provide excellent student centered services and to assist in the meeting of University enrollment goals.

ESSENTIAL FUNCTIONS

- Ensure 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.
- Promote a positive image of the Financial Aid Office by making group presentations which explain both the various financial aid programs and associated application processes.
- Ensure 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.
- Assist 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.
- Determine students' eligibility for the various financial aid programs by evaluating their applications.
- Develop 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.
- Assist 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.
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Maintain 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 Senior Director of Financial Aid and Accounting

- Contribute to the overall success of the Office of Student Financial Aid
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Skill in completing duties accurately with attention to detail
- Ability to analyze, organize and prioritize work while meeting multiple deadlines
- Ability to learn principles of and provide exceptional customer service
- Strong oral and written communication skills
- Ability to work successfully as a member of a team
- Ability to work collaboratively and build positive and effective relationships with students, University staff, and the public
- Strong computer and data reporting skills are essential. Proficiency with Microsoft applications a must, PowerFAIDS a plus.
- Ability to learn about government laws, rules and regulations that relate to financial aid
- Ability to apply knowledge of state and federal financial aid programs and compliance requirements

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor’s Degree in Business, Finance, Accounting or related field preferred.
- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Corban University is a private comprehensive 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 in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees 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. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply

Interested Candidates please submit the following:



- Cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: www.corban.edu/employment

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503-375-7182