

FINANCIAL AID COUNSELOR

FINANCIAL AID

Description: The Financial Aid Counselor will assist students in receiving all financial assistance available to them. Will work closely with prospective and continuing students and families in planning and coordinating the funding of their education through eligible student loans, grants, scholarships and other financial arrangements. Will provide financial aid counseling and processing for all students.

Minimum Requirements: A Bachelor's degree and at least two years professional financial aid experience, or relevant work experience in a higher educational environment, are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history.

Knowledge, Skills and Abilities: Knowledge of all federal regulations and guidelines governing Title IV student financial assistance programs, as well as, NCAA regulations. High ethical and professional standards. Excellent organizational skills, a high level of attention to detail, and an ability to work in a dynamic work environment, meet deadlines and accommodate a variety of counseling needs. Demonstrated ability to provide presentations to small and large groups. Effective communication skills (oral and written) and the ability to explain complex ideas and systems to students and parents with a wide variety of needs. Strong interpersonal skills required.

Hire Range: \$ 36,000- \$ 38,500 annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

may include some nights and weekends

Class Code: CB70– **State Title:** Student Svcs Prgm Cord II

Position #: – **Band:** 05

Search openings at careers.sc.gov

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Fringe Benefits

Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.