



Open Date:
01/17/2023
Close Date:
Until filled

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 relevant work experience in a higher educational environment. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history.

Preferred Requirements: Two years professional financial aid experience

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: CB65 – State Title: Student Svcs Prgm Cord I

Position #: – Band: 04

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.



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