

# FINANCIAL AID COUNSELOR

## FINANCIAL AID

**Description:** To assist students in receiving all financial assistance available to them. The individual 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. The Financial Aid Counselor 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:** Must be familiar with federal regulations and guidelines governing Title IV student financial assistance programs. Employee must possess computer skills and strong organizational skills. Employee must have a high level of attention to detail, possess an ability to work in a dynamic work environment and meet deadlines. Knowledge of Banner preferred. Employee must be able to communicate effectively and must be able to establish and maintain effective working relationships with faculty, administrators, staff, students, parents, counselors, and the general public.

**Hire Range:** \$ 38,000- \$ 41,000 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](https://careers.sc.gov)

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Applications must be submitted online at [www.careers.sc.gov](https://www.careers.sc.gov). Receipt of individual applications not acknowledged. See position status at [www.lander.edu/hr](https://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.