

**New Student Financial Aid Counselor (Professional
Services Specialist IV)
Kean University**

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Job Title	New Student Financial Aid Counselor (Professional Services Specialist IV)
Department	Office of Financial Aid and Scholarship Services
Institution	Kean University Union, New Jersey
Date Posted	Feb. 7, 2018
Application Deadline	Open until filled
Position Start Date	Available Immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Financial Aid
Job Website	http://www.kean.edu/offices/human-resources/employment/employment-opportunities
Apply By Email	finaidjobs@kean.edu

Job Description

Under the direction of a managerial supervisor, the New Student Financial Aid Counselor provides in person and virtual financial aid counseling to new and prospective students and their designees; acts as a liaison between the Office of Financial Aid and Scholarship Services and other University departments to assist new and prospective students with financial aid and other financing alternatives; performs basic professional functions using established policies, procedures and guidelines; and does related work as required. This individual will be expected to provide timely responses to all inquiries from many constituencies and exhibit exemplary customer service. Individual relationships and cultivation of prospective students is crucial for success in this capacity, while understanding the need for confidentiality, empathy and creativity to navigate students through the financial aid process.

This position requires a flexible schedule including evening and weekend hours. Position is based at the Union campus but occasional travel to the Kean Ocean campus in Toms River, NJ may be required.



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Qualifications: Graduation from an accredited college with a Bachelor's degree and one year of professional experience in a financial aid office is required. Candidate must have knowledge of State and Federal financial aid regulations, debt management, student budgets and loan programs. Experience working with Ellucian Colleague software is preferred. Excellent customer service skills and oral and written communication skills are essential.

Application: Please send cover letter, resume and contact information for three professional references to: Ms. Sherrell Watson-Hall, Director of Financial Aid, Kean University, 1000 Morris Avenue, Union, NJ 07083 or email finaidjobs@kean.edu. Electronic applications preferred. Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees and three current letters of recommendation are required prior to the starting date of employment.

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Ms. Sherrell Watson-Hall, Director of Financial Aid
Office of Financial Aid and Scholarship Services
Kean University
1000 Morris Avenue
Union, NJ 07083

Contact E-mail finaidjobs@kean.edu