

Financial Aid Counselor, Worldwide Campus  
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=124679>

Downloaded On: Oct. 16, 2019 11:10am

Posted Jun. 20, 2019, set to expire Oct. 20, 2019

**Job Title** Financial Aid Counselor, Worldwide Campus

**Department** Department of Financial Aid

**Institution** Embry-Riddle Aeronautical University  
Daytona Beach, Florida

**Date Posted** Jun. 20, 2019

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Professional Staff

**Academic Field(s)** Financial Aid

**Job Website** <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190411>

**Apply By Email**

**Job Description**

The Department of Financial Aid at Embry-Riddle Aeronautical University - Worldwide is searching for a Financial Aid Counselor. This position determines student eligibility for financial assistance in compliance with federal, state and institutional guidelines and award Financial Aid assistance accordingly. Additionally this position counsels students with a strong focus on quality service regarding financial aid eligibility, assistance programs available, and their rights and responsibilities associated with those programs.

Responsibilities Include:

Counsel the Worldwide Online and Campus students regarding financial aid eligibility, assistance programs available, and their rights and responsibilities associated with those programs. Apply student aid awarding policies and procedures to determine what levels of financial assistance to offer students. Maintain a working knowledge of all federal, state, and institutional regulations and related office

## Financial Aid Counselor, Worldwide Campus Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=124679>

Downloaded On: Oct. 16, 2019 11:10am

Posted Jun. 20, 2019, set to expire Oct. 20, 2019

policies and procedures. Maintain a working knowledge of military educational benefits and other military benefits and their affects on students' financial need. Advise students on debt management and financial planning in relation to college costs.

Evaluate the eligibility of applicants for financial assistance; Maintain a working knowledge of other University office practices that effect financial aid (Admissions, Registrar, Student Financial Services, etc).

Assist with quality control checks for all Federal, State, and Institutional programs; reports and fixing discrepancies that may arise with a students financial aid (grants, loans, scholarships, return of funds, verification, etc.) within the student systems and notifying the Operations Team of any major issues.

### Qualifications

#### Required Qualifications:

Bachelor's degree

(3-5) years of work related experience in Financial Aid

#### Required Skills, Knowledge and Abilities:

Ability to perform Financial Aid Verification

Detailed knowledge of federal, state and university regulations and policies.

Experience with automated financial aid systems.

Interpersonal skills necessary to counsel effectively with students, parents, staff, the public, and the university community;

Ability to work with people in a professional and concerned manner

Demonstrated strong written and verbal communication skills

Demonstrated analytical abilities to handle complex administrative details with experience working in a fast-paced, multi-tasking environment.

Ability to work under pressure and perform detailed tasks

Demonstrated ability to contribute to and promote a team environment.

Ability to work weekend/evening hours during peak periods.

Analytical skills with an in depth knowledge of information systems and technical expertise with Microsoft operating systems, Access, Excel, PowerPoint, Word, Outlook/email, and Internet end-user applications.

### Contact Information



Financial Aid Counselor, Worldwide Campus  
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=124679>

Downloaded On: Oct. 16, 2019 11:10am

Posted Jun. 20, 2019, set to expire Oct. 20, 2019

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

**Contact**

,