

Financial Aid Counselor
University of Idaho

Direct Link: <https://www.AcademicKeys.com/r?job=143527>

Downloaded On: Aug. 14, 2020 10:34am

Posted Jun. 30, 2020, set to expire Aug. 30, 2020

Job Title	Financial Aid Counselor
Department	
Institution	University of Idaho Moscow, Idaho
Date Posted	Jun. 30, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Financial Aid
Apply Online Here	https://apptrkr.com/1940076

Apply By Email

Job Description

University of Idaho

Financial Aid Counselor

Location: Moscow

Division/College: Enrollment Management

Employee Category: Classified

Pay Range: \$18.01 per hour or higher depending on education and experience

Full/Part Time: Full Time

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Position Summary:

Advise and counsel students and families concerning eligibility for financial aid, professional judgement, loan requirements, and special circumstances. Counsel and guide internal and external customers about financial aid processes. Present scholarship and financial aid information to audiences on and off campus. Develop, analyze, and review reports to determine eligibility for federal, state and institutional financial aid and scholarship programs. Apply financial aid policies and procedures to process student financial aid records.

Minimum Qualifications:

Experience interpreting, explaining, and applying laws, regulations, and complex policies for multiple or highly specialized programs

Experience analyzing information and researching a variety of sources to identify and resolve problems or issues

Experience entering and retrieving data using a computerized record system

Experience compiling/maintaining data and organizing data and information into written reports

Preferred Qualifications:

Bachelors degree or equivalent combination of related experience and education

Masters degree in an area that involves working with student personnel, counseling, higher education, or a related field

Knowledge of federal aid regulations and programs, and the UI scholarship program

Knowledge of university financial aid, admissions, registration and course work progress patterns

Experience with SCT Banner software, Excel or Access and word processing programs

Experience working with high school and/or college students

Experience with financial aid packaging

Ability to communicate effectively orally and in writing

Ability to establish and maintain effective working relationships

Ability to work independently in completing projects

Ability to work professionally with people from a wide variety of cultural and socio-economic backgrounds

Physical Requirements & Working Conditions:

Office environment



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Posting Number: SP002518P

Posting Date: 06/26/2020

Closing Date:

Open Until Filled: Yes

Special Instructions:

This position is open until filled, however, applications received on or before July 20, 2020 will receive first consideration. Position will remain open until a sufficient pool of candidates is identified.

In addition to the online application, please submit a resume and a detailed letter of qualification addressing each of the required and preferred qualifications.

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: [\[url=https://apptrkr.com/1940076\]](https://apptrkr.com/1940076)jobs.uidaho.edu

EEO Statement

University of Idaho 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

University of Idaho

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