



## JOB DESCRIPTION

**TITLE:** Financial Aid Counselor  
**DEPARTMENT:** Enrollment Management  
**REPORTS TO:** Director of Financial Aid  
**SUPERVISES:** None  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Administrative Staff  
**F.T.E.:** Full Time  
**DATE REVIEWED:** May 2024

**Mission Statement:** *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

**Villa Maria College Core Values:** *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

### **Position Summary:**

The Financial Aid Counselor will be responsible for providing financial aid counseling to students in the overall operation of Financial Aid at the College. The Villa Maria College Financial Aid Office exists to help the College meet its enrollment goals by providing information, services, and financial resources to all students.

### **Duties and Responsibilities:**

- Provide outstanding customer service to students and families. Offer guidance and support to students and families as they navigate through the financial aid application process by helping them complete required forms; by advising them of their rights and responsibilities concerning financial aid; and by providing them with information about federal, state, institutional, and other aid.

- Review ISIRS and other applications for financial aid, analyze financial situation and needs, determine appropriate packaging of aid, and adjust packages to meet changes in student eligibility criteria, federal and state regulation and office policy.
- Assist in the completion of ACCES-VR vouchers.
- Develop students' money management skills and financial literacy as by conducting personal financial counseling and presenting in Core 101 classes each semester, as well as other opportunities.
- Contribute to Financial Aid Office and federal compliance by providing input to office policy and procedure decisions.
- Contribute to a work environment that encourages knowledge, fosters respect, and promotes development of skills to positively engage with students and families, staff and administration.
- Maintain competency and professional currency of federal, state, and other financial aid programs through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending webinars and other training.
- Contribute to the overall success of the Financial Aid Office by performing all other duties as assigned by the Director of Financial Aid.
- Support the mission, core values and objectives of the College.
- Participate in College functions, including but not limited to, Graduation, Open House, Orientation, Financial Aid Presentations.
- Serve on committees of the College.

**Required Skills and Abilities:**

- Bachelor's Degree.
- Experience working in a professional, business setting.
- Experience providing customer service.
- Preferred: 1 -2 years' experience in financial aid.
- Preferred: experience using database management systems and financial aid management systems.
- Strong computer skills.
- Strong financial and accounting acumen.
- Must have good working knowledge of Microsoft application programs.
- Strong organizational skills and the ability to manage expectations, set deadlines and follow up on projects.
- Excellent oral and written communications skills.
- Ability to show respect and sensitivity for cultural differences; work/interact with a variety of internal and external constituents.
- Have a professional demeanor; respectful in all settings.

**Work Environment:**

Professional business office setting with heavy computer use. General environment requires employee to be flexible. This work may include some time standing and walking, including up and down stairs, moving up to 25-pound boxes, etc. Evening and weekend hours may be needed on occasion to perform work associated with this position.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

***An Equal Opportunity Employer***

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*

**SALARY: \$42,500-45,000**