Posted June 10, 2015

Under the supervision of the Director of Financial Aid, the counselor is responsible for verification of the accuracy of FAFSA data through the processing of data as required by the US Department of Education. This position handles the processing of third-party awards received by the University. Assists prospective and current students in understanding and obtaining assistance from those financial aid programs for which the student is eligible. Helps students and families to realistically examine financial aid eligibility based on student and family financial information. Provides guidance in application and award processes, and offers general information and recommendations on financing the college education.

Essential Duties & Responsibilities

- Counsels/advises students and parents about the financial aid process, individualizes information to the particular needs and situation of the student.
- Assists with electronic processing, interprets federal data, and makes decisions regarding student information used for determining financial aid eligibility.
- Determines financial aid awards, based on adherence to federal, state, and institutional guidelines. Authorizes release of funds to students and prepares required records and reports.
- Creates and maintains a strong, professional and relevant presence in various social media outlets.
- Participates in the planning and execution of various financial aid events.
- Prepares and assists in the preparation of and presents information regarding federal financial aid, scholarships, employment and grants for various campus groups, high school students and parents at meetings, group discussions, and workshops.

Requirements

- Bachelor's degree from four-year college or university; and one to three years related experience and/or training; or equivalent combination of education and experience.
- Experience in financial aid is preferred.
- Experience in responsibly managing social media is required.
- To perform this job successfully, an individual should have the ability to learn Microsoft Word, Excel, Access, PowerPoint, Outlook, and Datatel.
- Ability to handle sensitive information and maintain confidentiality.
- Excellent professional verbal and written communication skills.
- Ability to work without supervision and demonstrate considerable initiative.
- Demonstrated ability to well with men and women from diverse backgrounds.

Capital University offers a rich benefits package that includes medical, dental, retirement, family education benefits, long-term disability, life insurance and free parking.

Please send a cover letter and resume electronically to:
Susan Kannenwischer
Director of Financial Aid
skannenwischer@capital.edu

For more information on Capital University, visit our website at www.capital.edu.
Capital University is an equal opportunity employer. Qualified minorities, women, and persons with disabilities are encouraged to apply.