

## JOB OPPORTUNITIES

### Financial Aid Specialist Financial Aid

**Posted October 18, 2018**

Under the supervision of the Director of Financial Aid, assists with and processes federal verification for undergraduate, graduate and professional students. This individual will coordinate the tuition exchange program for CIC, ELCA and regular tuition exchange. The specialist assists with the nursing and university loans including preparing paperwork, student notifications and any necessary follow-up work. In addition, this person coordinates the review of records, of students who graduated or did not return to the university, for necessary follow-up in relation to federal regulations. The specialist provides customer service to students, parents and other pertinent parties.

#### **Responsibilities:**

- Assists in Federal Verification process.
- Provides customer service via phone, e-mail and in person.
- Assists families with the completion of federal on-line procedures.
- Monitors and tracks tuition exchange programs.
- Assists with University and Nursing Loan programs.
- Assists with the reporting of State grant programs and Ohio Department of Higher Education data.
- Oversees the daily activities of the student workers.
- Performs other office tasks including providing coverage at the front desk as needed.

#### **Qualifications:**

- Bachelor's degree preferred.
- Minimum of three years of office experience or training. Prior financial aid experience is preferred. Knowledge of current tax preparations.
- Proficient in using Microsoft Office Suite, including Word and Excel. Experience with e-mail, web-based processing sites, and electronic processing software helpful.
- Ability to handle sensitive information and maintain confidentiality.
- Excellent professional verbal and written communication skills.

Capital University is committed to increasing the diversity of the Capital community and curriculum. This commitment includes Capital's dedication to the development of faculty and staff who are committed to inclusive practices in teaching, learning, working and all other campus and community interactions. Candidates who can contribute to that goal are particularly encouraged to apply.

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

**Hourly Range Begins at:** \$15.58; 37.5 hours per week

**Please send a cover letter and resume electronically to:**

Molly Baumann, Assistant Director of Financial Aid  
mbaumann@capital.edu

***For more information on Capital University, visit our website at [www.capital.edu](http://www.capital.edu).***

Please complete the optional confidential data survey at: <http://www.zoomerang.com/Survey/WEB22A2B2784NM>

Capital University is an equal opportunity employer, and supports a diverse and inclusive campus community. Capital University does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, religion, sex, gender, age, disability, veteran status, or other characteristics protected by the law..