ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Financial Services Representative/Counselor

DEPARTMENT/PROGRAM: Student Financial Service, Lincoln Center

RESPONSIBILITIES

- Reports to the Lincoln Center Campus Director of Student Financial Services.
- Advise families and students on how to pay for a university education, including all sources of assistance and the delivery system for financial aid.
- Take responsibility for the marketing and formulation of individual payment plans, i.e. monthly payment plans, alternative loan options.
- Proactively work with enrolled students to monitor progress through the payment process.
- Involvement in all areas of financial services and financial aid administration, including but not limited to the counseling of students and parents, processing of applications, packaging, and facilitating the use of financing options.
- Management of specified financial services procedures and programs, as assigned.
- Support compliance with procedures for all programs.
- Assist with development of computer programs and reports to support functions, as well as, implementation and testing of updated software.
- Interaction with other University offices.
- Performs Financial Aid, Financing and Admission presentations; participation in professional development workshops; some evening and weekend hours.
- Special assignments as required

QUALIFICATIONS:

- A Bachelor’s degree, plus a minimum of three years diverse experience in either financial aid administration or related field preferred
- Strong and proven written communication and interpersonal skills are needed, administrative and management skills also required.
- Effective oral presentation skills. Preference will be given to candidates with customer-oriented, consumer credit financing experience
- Knowledge of Microsoft Word, Excel and Financial Aid software helpful
- Must be committed to quality customer service

SALARY: Commensurate with experience

START DATE: ASAP

SEND LETTER & RESUME TO: wakie@fordham.edu or ffreeman@fordham.edu

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