



# ST. FRANCIS COLLEGE

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## Financial Aid Counselor

### **About St. Francis College:**

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

**Job Summary:** Reporting to St. Francis College's ("SFC" or the "College") Director of Financial Aid in the College's Office of Financial Aid, the Financial Aid Counselor provides assistance to prospective and continuing students and their families in all aspects of the financial aid process, including application, eligibility and awarding in accordance with federal, state and institutional policies.

The Financial Aid Counselor must possess an excellent knowledge of and demonstrated ability to administer practices with regard to financial aid in compliance with applicable regulations and policies. The applicant must also possess excellent interpersonal and oral/written communication skills, relate well to a broad variety of constituencies and be dedicated to providing high quality service to all constituencies of the St. Francis College community.

### **Duties and Responsibilities:**

- Counsel students and parents on loans and other financial aid programs; discusses eligibility, application status and awards with students; prepares financial aid packets.
- Meet with parents and students regarding the affordability of the college and the calculation of out-of-pocket expenses.
- Work with students to obtain the documentation necessary to process their aid if they are selected for verification.
- Assist student in person, by phone or by email.
- Package and award institutional, federal and state aid.
- Review weekly reports to ensure all students' financial aid has been processed.
- Originate and process federal loans.
- Assist students with completion of the FAFSA and NYSTAP applications.
- Assist with the verification process and C-Codes.

- Maintain working knowledge of federal, state and institutional policies and procedures related to financial aid.
- Conduct college nights and weekend and other speaking events both on and off campus.
- Performs other job-related duties as assigned.

**Qualifications:**

- Bachelor's Degree.
- Two years of experience preferred.
- Must possess excellent interpersonal and communication skills.
- Ability to be organized and pay attention to detail.
- Ability to prioritize workload according to volume, urgency, etc.
- Knowledge of Colleague Ellucian preferred.
- Computer skills for using Microsoft Word, Excel and Informer.
- The counselor will be expected to work late nights and throughout the year is expected to attend college night events and other admissions weekend events.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College's mission and to its students, faculty and staff.
- Ability to relate to the many different constituent groups and a commitment to campus diversity, equity and inclusion.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

**St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.**

Interested applicants can apply [here](#).