



# ST. FRANCIS COLLEGE

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## Senior 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 Senior Financial Aid Counselor assists in all aspects of packaging and awarding federal, state, and institutional aid and is responsible for performing advanced level financial aid processing and program administration.

### **Duties and Responsibilities:**

- Ensure a high-quality student experience within the Financial Aid Office.
- Understand and adhere to all federal, state, and local regulations regarding the distribution and reconciliation of Title IV funds.
- Prepare student financial aid packages, including awarding, needs analysis, and verification.
- Financial aid packing of all students including students selected for verification and students not selected for verification.
- Assist the Associate Director of Financial Aid to oversee financial aid processes including: applications, counseling, verification, eligibility determinations, grant, loan and scholarship awards, federal work-study awards, transfer monitoring, packaging, revisions, and cancellations of student aid
- Process professional judgements and dependency overrides.
- Assist in processing the Collegiate Science and Technology Entry Program ("CSTEP") grants.
- Certify all federal loans including subsidized, unsubsidized and parent plus loans.
- Submit all transfer monitoring information to the National Student Loan Data System ("NSLDS") on a semester basis for new students.
- Work with the Athletic department to post National Letters of Intent ("NLI") and renewal contacts for students.

- Review weekly New York State Tuition Assistance Programs (“NYS TAP”) reports such as Student Status Listing, Resident Assistant (“RA”), and Student ID record.
- Process New York State Aid for Part-time Study (“NYS APTS”) applications and reconcile the program at the end of each semester.
- Post and reconcile the Robert J. McGuire Scholarship Program.
- Assist in running the communication process for federal verification with the Associate Director.
- Respond to and resolve student inquiries made by phone, email, or in person in a timely and professional manner.
- Liaison between the Office of Admissions and the Office of Financial Aid for all financial aid inquires.
- Participate in regular training and professional organizations to keep abreast of new information and program changes to be implemented.
- Attend all required events with admissions and the College that help to drive enrollment for new students and retention.
- Willingness to be cross trained in enrollment services across the campus.
- Perform other related duties as assigned.

**Qualifications:**

- Bachelor's Degree.
- Minimum 3 years of experience as a financial aid counselor or higher position at the college or university level.
- Advanced knowledge of current federal and state laws, policies and regulations governing Title IV and state aid programs.
- Ability to work individually and collaboratively to complete projects.
- MS Office Suite proficiency particularly using mail merges and excel functions.
- Strong written and verbal skills required.
- Colleague Ellucian experience preferred.
- CampusLogic Platform experience preferred.
- Ability to work additional hours during peak periods.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- 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](#).