Scope of Responsibilities: Under the direction of the Director of Adult and Online Student Services, in conjunction with financial aid and student accounts, assist in the operation of the Financial Aid Services and the administration of student financial aid assistance. Responsibilities in this position include implementation of financial aid policy and procedure, completion of reports and special projects as instructed by the Director of Adult and Online Student Services, and interfacing with enrollment counselors.

Essential Responsibilities: (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

Duties: Responsible for monitoring receipt of outside scholarships and updates to award. Provides financial counseling to new and current students. Assists in needs analysis, awarding and adjustments to financial aid packages. Represents Grace College and financial aid in public, campus events, and professional conferences. Develops and revises financial aid publications as needed. Reviews request for professional judgment/special conditions and makes recommendation to student accounts. Communicates both verbally and in writing with various college constituents including administrators, faculty, students, other staff and individuals in the college community. Attends in service as directed to update knowledge and skills. Consistently demonstrates behaviors, attitudes and values congruent with the college’s mission and values. Manage the financial oversight of student accounts and billing. Serve as a liaison to various service offices on campus. Performs other duties as assigned.

Qualifications:

Minimum:
- Education: Bachelor’s degree required
- Experience in customer service, computer applications.
- Attention to detail and system processes.
- Must be comfortable talking to individuals and groups, many times impromptu; therefore, should be good at “thinking on one’s feet.”
- Must be a good listener, able to sift through questions and address issues in a relevant way.
- Must have a notable Christian faith and commitment.

Preferred:
- Education: Bachelor’s degree in business/accounting.
- Work related experience: Minimum 3 years experience in a financial aid environment.

Status: Full-time, Hourly
A completed employment application must be submitted in order to be considered for employment. Applications are available in the Business Office or can be downloaded at www.grace.edu, Employment.

Posted: 10/05/10

Grace College and Theological Seminary seeks a diverse work environment by encouraging women and minorities to apply.