

Job Description

Job Title:	Financial Aid Advisor
Job ID:	1692
Location:	Lehman College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

GENERAL DUTIES

Counsels applicants and students on eligibility for financial aid programs, assisting them in the application process.

- Verifies eligibility for Federal and State financial aid programs including grants, scholarships, and guaranteed student loans.
- Performs application intake, evaluation, processing and awarding.
- Assists in the production of Financial Aid online print material and websites.
- Advises students on good academic standing requirements and the appeal process; reviews appeals for dependency overrides and budget adjustments.
- Conducts group workshops and represents the financial aid office at various on- and off- campus events.
- Serves as a liaison between the college office and Direct Loan Providers.
- Performs other related duties as assigned.

Job Title Name: Financial Aid Advisor

CONTRACT TITLE

Assistant to HEO

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

- Data input; review, modify and update student's FAFSA information utilizing various CUNY Financial Aid Systems and online applications.
- Participate in staff meetings and training sessions, seminars, and other professional development activities.
- Position involves some evening and weekend work.

MINIMUM QUALIFICATIONS

Bachelor's Degree required.

PREFERRED QUALIFICATIONS

- Knowledge of PeopleSoft applications addressing Student Administration.
- Two years experience in financial aid or other counseling/student service setting preferred.
- Proven ability to work successfully with a diverse student population.
- Ability to function comfortably in an innovative, dynamic, highly computerized environment.
- Excellent interpersonal and customer service skills.
- Strong verbal communication skills and detail-oriented.

COMPENSATION

Commensurate with experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Send cover letter and resume with names of three references. Apply online through www.cuny.edu and navigate to [Careers at CUNY](#), then click on additional job postings for CUNYfirst.

CLOSING DATE

Open until filled with review of resumes to begin on 11/16/2009.

EQUAL EMPLOYMENT OPPORTUNITY

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