

Calumet College of St. Joseph

Announcement of Position Availability

Position: Financial Aid Counselor – Full time

About Us: Calumet College of St. Joseph is a Catholic, private liberal arts college sponsored by the Missionaries of the Precious Blood located on the border of Whiting and Hammond, Indiana, 28 miles from the Chicago Loop. Founded in 1951, Calumet College of St. Joseph has an enrollment of approximately 800 domestic and international students, a high percentage of whom are first-generation college students. CCSJ provides an exceptional level of student support while fostering and supporting excellence in Catholic higher education in a family-oriented, coeducational, four-year college. Candidates are expected to support the mission of the college. For more information about the university and the department, visit us at <https://www.ccsj.edu>.

Position Summary: The Financial Aid Counselor is responsible for coordinating and supporting federal/institutional aid processing and compliance for Undergraduate and Graduate programs. This position will counsel and assist both prospective and current students on the financial assistance process, analyze FAFSA data, establish financial need, and generate financial assistance award packages including federal, institutional awards/loans accordingly.

Requirements: Bachelor's degree; previous financial aid experience

Knowledge, Skills & Abilities:

- Knowledge of federal financial aid regulations and systems;
- Ability to analyze FAFSA data, establish financial need and general financial assistance award packages including federal, institutional awards/loans accordingly;
- Proficiency in Microsoft Word, Excel, and PowerPoint; and familiarity with related web-based systems and applications.
- Strong organizational, analytical, and communication (verbal and written) skills
- Ability to speak effectively before groups or employees

Primary Responsibilities/Duties:

- Assist students and parents with information regarding the financial aid process and the completion of applications; collect student and parent financial data; determine student budgets and compute financial need.
- Review financial aid applications. Assist with the application follow up/communication processes and federal/institutional aid packaging.
- Meet with students and parents to resolve issues and discrepancies or to make revisions in awards;
- Discuss a variety of sensitive and confidential information with students, parents, faculty and staff;
- Complete the verification process independently with students and assist the Director in making professional judgments and decisions regarding eligibility.
- Use complex student system and financial aid computer software; submit and receive data and information via various financial aid sites in compliance with federal or state regulations; Examples are but not limited to include NSLDS, EDExpress, EDConnect, COD, CPS Online, and Scholartrack.
- Assists Director in managing and overseeing the coordination of all types of federal and institutional aid
- Maintains strong regulatory knowledge of federal and state regulations and requirements.
- Counsels students regarding Satisfactory Academic Progress criteria. Counsels on dropping/adding/failing as it relates to financial aid and student accounts.
- Participate in orientation and other events that require financial aid staff involvement. Assist with setting up webinars and in-person trainings.

Application Procedures: To apply, please send a current resume to:
Sharon McGuire, Director of Human Resources at smcguire@ccsj.edu

Calumet College of St. Joseph is an Equal Opportunity Employer.