Job Description

Job Title: Financial Services Advisor
Department: Student Financial Services
Reports To: Director of Student Financial Services

COLLEGE MISSION: Rochester College cultivates academic excellence, principled character, servant leadership, and global awareness through a rigorous educational experience that integrates liberal arts and professional studies within an inclusive Christian heritage.

POSITION SUMMARY: Responsible for maintaining in-depth knowledge of financial aid and student billing to provide the best possible financial packages to assist students in reaching their educational goals.

EDUCATION AND/OR EXPERIENCE REQUIRED:
- Bachelor's degree or equivalent work experience in financial field preferred
- 1-3 years' experience in College financial aid setting
- 1-3 years' experience administering loan funds under the Direct Loan Program preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Counsel with students, parents and other interested parties regarding financial aid and billing matters
- Serve as liaison between the Financial Services office and Admissions Advisors in order to effectively provide the best financial packages for students
- Analyze issues with the Free Application for Federal Student Aid (FAFSA) reports and institutional aid applications
- Comprehend and explain the different loan options available to students and their families
- Compile financial aid packages for prospective, new and returning students
- Reconcile loans and grants between institutional and State/Federal government programs
- Understand the importance of privacy of all financial aid and billing data
- Remain up-to-date and knowledgeable of all federal, state, and institutional financial aid and billing policies and procedures

REQUIRED SKILLS/ABILITIES:
- Organizational skills for managing several processes, activities and website systems.
- Strong written and verbal communication skills
- Skills using ED Express (EDE) software system, Common Origination and Disbursement (COD) website, and National Student Loan Database System (NSLDS) a plus
- Basic bookkeeping and recording keeping skills
- Self-motivated, resourceful and creative
- Ability to perform computer operations for extended periods of time
- Skills using Microsoft Word, Excel and PowerPoint
- Skills using CAMS database system a plus
- Some lifting may be required
- Supportive of the College mission
How to Apply:
Interested parties must submit a cover letter, resume and completed RC employment application. The employment application may be found at http://www.rc.edu/resources/jobs-rc/.

Electronically submitted applications and documents are encouraged and should be sent to Dennis J. Veara at dveara@rc.edu.

Deadline to Apply:
Those interested should submit all completed materials by Monday, July 7, 2014 to ensure consideration. Background checks are conducted on all final candidates for all positions.

Contact:
Dennis Veara, Human Resource Director
Rochester College
800 W. Avon Road
Rochester Hills, MI 48307

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