PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Financial Services Representative/Counselor

DEPARTMENT: Office of Student Financial Services

POSITION SUMMARY: Under the direction of the Campus Director for Student Financial Services, the Financial Services Representative/Counselor counsels students and families regarding all aspects of financial aid and payment options through various communication means such as in person, by telephone, by email, etc. Provides administrative effectiveness and financial aid services, through an emphasis on individual attention to students and high quality customer service.

RESPONSIBILITIES:
• Advises families and students on how to pay for a university education, including all sources of assistance and the delivery system for financial aid.
• Takes responsibility for the marketing and formulation of individual payment plans, i.e. monthly payment plans and alternative loan options.
• Proactively works with enrolled students to monitor progress through the payment process.
• Involvement in all areas of financial services and financial aid administration, including but not limited to the counseling of students and parents, processing of applications, packaging, and facilitating the use of financing options.
• Management of specified financial services procedures and programs as assigned.
• Support compliance with procedures for all programs.
• Assists with development of computer programs and reports to support functions, as well as implementing and testing of updated software.
• Interacts with other University offices.
• Performs Financial Aid, Financing and Admission presentations
• Participates in professional development workshops.
• May be required to work at other Fordham campuses. Some evening and weekend work required.
• Assumes other tasks as assigned.

QUALIFICATIONS:
• Bachelor’s Degree required or in lieu of a degree, minimum 4 years of experience in either financial aid administration or related field.
• Administrative and management skills required.
• Effective oral presentation skills.
• Must be committed to quality customer service.
• Experience in customer-oriented or consumer credit financing.
• Knowledge of Microsoft Word, Excel and financial aid software.

SALARY: Commensurate with experience

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER AND RESUME: cirillo@ordham.edu

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