

Job Vacancy Notice

Job Title: Financial Aid Advisor

Job ID: 19578

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Office of Financial Aid at Hostos Community College provides high quality services with professional competency and concern particularly for those who face significant financial difficulty during their college career. The Office is dedicated to the equitable treatment of all applicants and the privacy of confidential information. The mission is to empower the community by eliminating financial barriers for access to higher education. We are committed to delivering a transparent understanding of financial aid programs, options, and solutions with strict adherence to city, state, and federal student aid regulations.

The Office of Financial Aid seeks candidates for a Financial Aid Advisor. Reporting directly to the Financial Aid Director, the successful candidate will perform the following:

- Assists in the coordination of transfer student services to follow-up with all financial aid processes.
- Performs Title IV verification process to determine eligibility for federal student aid and accuracy of reported information to the Department of Education.
- Notifies students of missing information or documentation related to financial aid awarding processes.
- Serves as liaison between the Office of College Discovery and Financial Aid and attends council meetings.
- Assists Financial Aid Specialists with coordination of financial aid programs and services.
- Responds to financial aid inquiries via email, telephone, and in-person in a timely fashion.
- Participates in staff meetings, training, and professional development seminars, workshops, and conferences.

QUALIFICATIONS

Bachelor's Degree required.

The following qualifications are preferred:

- At least 2 years' prior experience in a financial aid environment
- Experience with CUNYfirst or PeopleSoft systems
- Strong verbal and written communications skills
- Commitment to high level of customer service
- Availability to work evening and weekend hours

CUNY TITLE OVERVIEW

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.

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$40,815 - \$45,957; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

CLOSING DATE

Open until filled - Search reopened

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.