



Financial Aid Counselor

Location: Donnelly College, Kansas City, Kansas

Full/Part Time: Full-Time

Exempt/Non-Exempt: Non-Exempt

Position Reports to: Director of Financial Aid

ABOUT DONNELLY COLLEGE

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on "those who might not otherwise be served." Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region's only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor and associate degrees and certificates. Donnelly College also operates a fully accredited campus at the Lansing Correctional Facility that offers an Associate of Arts degree. To find out more, please visit www.donnelly.edu.

JOB SUMMARY

This position provides financial aid counseling and assistance to current and prospective students, determining student financial aid eligibility and verifying financial aid information. This position provides support to the Director of Financial Aid in aiding students in the completion of the FAFSA, developing student aid packages, and data entry as required. The ideal candidate will possess a wide range of knowledge as related to postsecondary student financial aid to include a sound understanding of the provisions of the United States Department of Education Title IV rules and regulations. Excellent interpersonal communication skills are critical as this position requires daily contact with students seeking financial assistance to obtain their educational goals. Must pass background check and complete Virtus training.

RESPONSIBILITIES

Specific responsibilities for this position include the following:

- Maintain comprehensive knowledge of federal and institutional policies and procedures related to financial aid
- Act as primary contact for walk-in, phone call, and email traffic for current and prospective students
- Coordinate follow up of missing documents from students
- Coordinate data collection and entry for financial aid related documents
- Provide FAFSA assistance and counseling to current and prospective students
- Counsel students regarding budgeting, financial aid, and scholarships
- Determine student financial aid eligibility, verify information, and post awards to student accounts.
- Participate in college committees and on/off campus presentations, as assigned by supervisor
- Track institutional scholarships and requirements
- Additional duties as assigned

QUALIFICATIONS

Qualifications for this position include the following:

- Associates degree; bachelor's degree preferred
- Extensive knowledge in the use of word processing and spreadsheets (Microsoft Word/Excel/Outlook)
- Excellent written and verbal communication along with customer service skills
- Ability to effectively manage time, outgoing, self-motivated and work independently
- Preferred knowledge of financial aid regulations and processes
- Preferred experience with student information systems software
- Ability to adjust work schedule to accommodate critical deadlines and enrollment periods which may require additional work hours
- Bilingual (Spanish-English) strongly preferred
- Experience working with diverse student populations.
- Philosophically aligned with the mission and values of the College to engage and support our Catholic identity, practicing Roman Catholic a plus.

How to Apply

Please e-mail your cover letter and resume to hr@donnelly.edu with **Financial Aid Counselor** in the subject line.