

Financial Aid Counselor/Senior Financial Aid Counselor
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249140>

Downloaded On: Nov. 19, 2024 11:26am

Posted Nov. 18, 2024, set to expire Mar. 17, 2025

Job Title	Financial Aid Counselor/Senior Financial Aid Counselor
Department	Financial Aid
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Nov. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Accounting & Finance Administration - Other
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Job Description

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Financial Aid Counselor/Senior Financial Aid Counselor

Category: Professional

Department:

Locations: Worcester, MA

Posted:

Closes:

Type:

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Position ID: 183048

General Statement

The Financial Aid Counselor/Senior Financial Aid Counselor will assist in the administration of Federal, State, and Institutional Financial Aid Programs. Primary responsibilities include counseling students and their families, reviewing Financial Aid Applications and packaging awards, and managing federal and/or state program(s). Position offers the ability to work in a hybrid remote/in-person environment, under the Massachusetts Community College System Telework Policy.

Supervision Received

The Financial Aid Counselor/Senior Financial Aid Counselor reports to the Associate Director of Financial Aid.

Duties and Responsibilities

The Financial Aid Counselor/Senior Financial Aid Counselor is responsible for:

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- Counseling and advising students and their families on all aspects of the Financial Aid process. Providing effective communication of information to students and their families via phone, in person, and by email.
- Determining eligibility for federal, state, and/or institutional funding, including file review, awarding, and award adjustments
- Performing professional judgments, reviewing Satisfactory Academic Progress, reviewing subsequent ISIRs, and other related responsibilities
- Administering one or more state Financial Aid programs, such as MASSGrant, the John and Abigail Adams Scholarship, Early Childhood Education Scholarship, and others. Program(s) may be assigned based on the experience of the candidate and the needs of the department.
- Making Financial Aid presentations on and off campus.
- Covering Financial Aid needs at other college locations and providing coverage for evening and weekend office hours, as needed.
- Completing and/or coordinating projects.
- Performing other duties as assigned.

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Job Requirements:

Minimum Qualifications

- One year experience in higher education or a related field, with at least one year of professional level experience.
- Bachelor's Degree for Financial Aid Counselor / Master's Degree or equivalent with two (2) years' experience for Senior Financial Aid Counselor; or an equivalent combination of education, training, and experience.
- Willing to work some evenings and weekends, as needed.

Preferred Qualifications

- At least one year at the professional level in a Financial Aid Office
- Demonstrated knowledge of Title IV Regulations.
- Bilingual
- Experience working in a Community College.
- Experience with an integrated Student Information System (SIS).
- Demonstrated knowledge of Microsoft Office.
- Strong written and oral communication skills. Ability to do public speaking.
- Strong customer service and interpersonal skills working in a very diverse environment.
- Excellent attention to detail and ability to handle multiple tasks in a fast-paced, high volume environment.
- Master's Degree

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, religion, age, veteran status, genetic information, pregnancy or related conditions, gender identity, sex characteristics, sex stereotypes or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits Sex-Based Harassment. Inquiries or complaints concerning discrimination, harassment, or retaliation shall be referred to the College's Affirmative Action Officer and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal



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Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=183048>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Financial Aid
Quinsigamond Community College