



**ENROLLMENT MANAGEMENT & STUDENT SERVICES
STUDENT FINANCIAL SERVICES**

TITLE: Financial Aid Specialist

DUTIES: The position serves as the central point of contact for all student needs regarding financial aid. Responsible for providing in-depth counseling of individual students pertaining to their unique circumstances, to include meeting with students and parents to facilitate the financial aid process; conducting needs analysis in compliance with federal criteria to determine eligibility of each financial aid applicant; adhering to Federal verification standards by ensuring the data reported on the Federal Application for Federal Student Aid (FAFSA) accurately reflects the data reported on corresponding federal tax return; resolving discrepancies, explaining and enforcing federal and state regulations, as well as College policy; and, maintaining accuracy of student files, authorizing the crediting of aid awards and processing adjustments to aid awards as needed.

REQUIRED: Bachelor's Degree or equivalent with a minimum of three years' experience in financial aid. Excellent oral and written communications with the ability to liaise with internal staff and manage projects across departments. Ability to be flexible, collaborative and to adjust in a rapidly changing environment. Strong project and time management skills to enable the accomplishment of many tasks on a concurrent basis. Must maintain a high level of confidentiality with all aspects of the job duties. Demonstrated ability to organize efficiently and meticulous attention to detail. Ability to work independently and to meet deadlines while working in a fast-paced environment. Proficiency in Windows operating environment, along with current Microsoft Office Suite, database management and use of the applications, and researching via the Internet and web-based electronic resources as well as knowledge of Jenzabar, Salesforce and/or comparable college platforms, and the ability to learn and use other current applications.

STATUS: Regular Full-Time/Exempt

HOURS: Day, evening, and weekend responsibilities, as required.

REPORTS TO: Associate Director, Student Financial Services

POSTED: February 14, 2019. Internal candidates must post for the position within ten (10) calendar days from the date posted.

APPLY TO: Please submit a letter of interest with your salary expectations, as well as a current resume to: Human Resources Department, Peirce College, 1420 Pine Street, Philadelphia, PA 19102; email to JobsAtPeirce@peirce.edu; or fax to: 215.670.9069. We strongly encourage materials be submitted via email. We will contact only those candidates who best meet our requirements.

*Peirce College is an **Equal Opportunity Employer** and is committed to ensuring equal opportunity in all employment decisions, policies, and practices.*

The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on account of a person's age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation,

gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

For questions concerning equal employment opportunity, please contact the Vice President, Human Resources/Chief Equal Opportunity Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9328). Applicants who require reasonable accommodations to participate in the interview process should contact the Chief Employee Services/Risk Management Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9277).