STUDENT SERVICES
STUDENT FINANCIAL SERVICES

TITLE: Administrative Coordinator, Student Financial Services

DUTIES: This position is responsible for assisting the Office of Student Financial Services by being the first point of contact for students and/or parents arriving at or calling the office; providing limited counseling to prospective students and families about the financial aid process and available financing options and/or elevate issues to appropriate financial aid personnel; entering and coordinating timely and accurate mailings of all financial aid award packages, maintaining supplies and publication inventory for the office; assisting in preparing reports for and responding to audits by federal and state agencies; being responsible for default prevention correspondence process; and, proactively contributes to the improvement of office operations.

REQUIRED: Associate degree or equivalent with a minimum of two (2) years’ experience in related field. 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 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 Powerfaids, Jenzabar, Salesforce and/or comparable college platforms, and the ability to learn and use other current applications.

STATUS: Regular Full-Time/Non-exempt

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

REPORTS TO: Manager, Student Financial Services

POSTED: May 7, 2018. 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).