

## **Financial Aid Counselor, Lee University, Cleveland, TN**

Lee University in Cleveland, Tennessee is accepting applications for a Financial Aid Counselor. The Financial Aid Office is housed within the Enrollment Sector. We are seeking someone who wants to be part of our engaging and active team. Interested candidates who are seeking to perform purposeful work which makes a positive difference in the lives of our students and has the desire to actively collaborate with other team members should apply.

### **Mission:**

The mission of the Financial Aid Office is to serve with excellence, counsel with integrity, and empower families with knowledge regarding the availability of financial aid resources.

We commit to provide scholastic programming to assist students in financing their educational goals and to equip them with knowledge regarding how current choices will affect their lives beyond the college experience.

We strive to utilize effective business practices, minimize complex processes, maximize efficiency and ensure compliance in order to provide an optimal experience while recognizing the individuality and value of each person.

We seek to accomplish this by conducting ourselves in the utmost professional manner and through a personal commitment to Jesus Christ our Savior.

### **Position Requirements:**

- Excellent customer service, communication (verbal and written), interpersonal and problem solving skills.
- Ability to work independently under minimum supervision in accordance with established procedures, but function as part of a team.
- General knowledge of computers, data processing software, Microsoft Office, email programs, facsimiles, printers, copiers, and telephones.
- Ability to maintain confidentiality regarding student and staff records and other classified information.
- Willing to present a professional image and work ethic.
- Ability to exercise sound judgment and remain calm in difficult situations.
- Highly organized.
- Possess ability to multitask.
- Maintain good standing on any personally help federal student loans or otherwise maintain eligibility requirements to secure access to various federal student aid.
- Retain working knowledge of and comply with all federal, state and institutional aid regulations and policies.
- Continued learning of changing rules and regulations from federal, state and institutional policy updates.

Interested candidates should email a resume to Marian Dill at [mdill@leeuniversity.edu](mailto:mdill@leeuniversity.edu) no later than January 15, 2020.