

FINANCIAL AID ADVISOR –

Remington College, Online division, Knoxville TN

Job Summary:

Helps to implement the established policies and objectives for the Student Finance Departments at the campuses in accordance with Board directives and the Corporation charter.

Essential Duties and Responsibilities:

- Adheres to all Company policies and procedures, and operates at all times within state and federal statutes and regulations and within standards of accreditation.
- Reviews all financial aid reporting (Global, CampusVue, Student Information System, etc.).
- Monitors and follows up on expected financial aid disbursements from the various Title IV funding entities.
- Uses and maintains the current financial aid module in the CampusVue system.
- Ensures that the CampusVue system is used effectively and that employees are properly trained on occasional processes and product enhancements incorporated into the system.
- Maintains professional and effective working relationships with all other Company personnel.
- Conducts his or her professional and personal life in a fashion that fosters a positive impression of the Company.
- Performs other duties as assigned.
- Performs the job on-site (no telecommuting or off-site management).

Qualifications

Education:

- A high school diploma or GED (some college preferred).

Experience:

A minimum of two (2) years of federal student financial aid experience, or an equivalent combination of education and experience.

To apply, please forward your resume to: Jeffry.walton@remingtoncollege.edu or simply apply thru our post on Indeed.com