

Job Posting Financial Aid Counselor Student Financial Services Trevecca Nazarene University

University Mission Statement

Trevecca Nazarene University is a Christian community providing education for leadership and service.

Summary of Position

The position will assist undergraduate and graduate students with obtaining financial aid and developing a plan to pay for their education. The position will also work with other members of the financial aid team to administer federal, state and institutional aid programs. This position is non-exempt, full-time and reports to the assistant director of financial aid.

Duties and Responsibilities:

1. Assist TNU students with questions related to financial aid
2. Complete financial aid verification
3. Award federal, state and institutional aid
4. Process and reconcile federal, state and institutional aid programs
5. Assist department with compliance of federal financial aid regulations
6. Assist with set-up and maintenance of financial aid systems
7. Assist with other projects and duties as requested

Position Requirements:

1. Must be organized, accurate and detail-oriented
2. Must have strong customer service skills
3. Able to communicate and work well with campus staff and students
4. Able to handle a large volume of work
5. Mature, able to maintain confidentiality
6. Team player, willing to help out as needed in the department
7. Undergraduate degree required or two plus years' experience in Financial Aid or Student Accounts

Interested parties who are in agreement with the mission and values of Trevecca Nazarene University should send resume and cover letter with salary requirements to:

kpruitt1@trevecca.edu

Please no agencies or telephone calls

EOE