



NOTRE DAME COLLEGE JOB OPPORTUNITY Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

Title: **Financial Aid Coordinator**

Department: **Financial Aid**

Status: Full Time

Job Summary:

Notre Dame College seeks a full-time Financial Aid Coordinator to work as part of a team supporting the functions of the Financial Aid office.

This position supports the administration of student aid programs at Notre Dame College in accordance with federal, state, and institutional guidelines and regulations; works collaboratively with Admissions, Student Accounts, Registrar, and other pertinent offices to provide accurate, holistic service; and provides first contact educational customer service to students seeking financial assistance. This position requires the full understanding and active participation in fulfilling the mission of Notre Dame College. It is expected that the employee demonstrates behavior consistent with the core values and supports the Student Services Center and the Division of Enrollment Management

Responsibilities:

- Verify, evaluate, and interpret financial aid documents submitted by students for accuracy and completeness. Track incoming financial aid documents and follow up with students for any missing items.
- • Counsel students on overall financial aid process and debt management which includes budgeting and loan repayment.
- • Assist with College events as needed which include occasional evening and weekend commitments.
- • All other duties as assigned

Qualifications:

- Ability to work without supervision.
- Strong interpersonal skills and experience communicating effectively with people of all ages.
- Ability to maintain a broad perspective, apply sound judgment, and manage multiple tasks in an effective and timely manner.
- Willingness to work as part of a merged environment, both independently on primary responsibilities and as part of a team to achieve quality student service.
- Superb counseling and communication skills when dealing with sensitive and restricted matters.
- Maintains complete discretion, confidentiality, sensitivity and professional judgment.
- Excellent organizational skills and ability to prioritize and to manage workload both independently and as part of a team.
- Demonstrated ability to accurately manage a high-volume workload with frequent interruptions in a fast paced environment to meet deadlines.
- Excellent written and verbal communication skills.
- Demonstrated knowledge of Windows based computer programs, specifically MS Word, Excel, Access, and ability to quickly learn new programs, as well as familiarity with the internet and e-mail programs.
- Bachelor's degree and two years' experience required or an equivalent combination of education and experience.

Preferred:

- Experience with a Student Information System.
- Knowledge of policies and procedures relating to Financial Aid, Registration and/or Admissions.
- Knowledge of NDC policies and procedures or experience in a College or community college setting.

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To ensure full consideration, submit a letter of application, curriculum vitae, a statement of teaching philosophy to [careers @ndc.edu](mailto:careers@ndc.edu).

