



Experience

- Two years of Financial Aid experience in a higher educational setting
- Excellent organizational skills High school diploma or equivalency and four years of related experience; or bachelor's degree in an appropriate area of specialization
- Ability to demonstrate excellent customer service skills;
- Ability to communicate effectively, verbally and in writing;
- Knowledge of student financial aid principles and practices;
- Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations;
- Ability to perform mathematical calculations;
- Ability to multitask and prioritize information on time
- Computer skills including Microsoft Office, Excel, PowerFAIDS, COD, NSLDS

Education

Earned Bachelors degree in accounting, administration, finance, or other related field.

Benefits

Full Time, Salaried, BCBS Health Insurance benefits. Approx starting salary, \$41,000.