



FINANCIAL AID COUNSELOR

Office of Financial Aid

POSITION SUMMARY

Reporting to the Director of Financial Aid, the Financial Aid Counselor will assist with the daily operation of the Office of Financial Aid as well as counsel students, families, and the community about the College's financial aid programs. The Financial Aid Counselor must have thorough knowledge of institutional, federal and state financial aid programs, including regulations, law and policy enabling them to provide financial aid information to students, parents and the community and to participate in the daily operations of the Office of Financial Aid. In addition to managing a caseload of students, the Financial Aid Counselor will be responsible for managing one or more particular responsibilities.

Occidental maintains a longstanding commitment to access and equity, and as a result, our current student body includes 46% domestic students of color and 16% first-generation college students. Our financial aid policies meet 100% of the demonstrated financial need of our students. The successful candidate will excel at working in a community that is broadly diverse with regard to race, ethnicity, socioeconomic status, gender, nationality, sexual orientation, and religion.

SUMMARY OF DUTIES, RESPONSIBILITIES, AND GOALS

- Evaluates and verifies the majority of applications using established needs analysis procedures, awarding financial aid (Federal, State, and Institutional Funds) to students, using the Financial Aid Management Systems, PowerFAIDS, to perform verification, ISIR corrections, and COD Reporting
- Counsels entering and continuing students
- Serves as a member of the enrollment team (Admission and Financial Aid) which may include travel and presentations to prospective students and their families
- Executes scheduled and ad hoc computer processes
- Keeps informed of changes to financial aid programs to ensure compliance with federal and state regulations as well as institutional policies
- Assists in managing the daily operations of the Office of Financial Aid
- Represents the College to students and parents at outreach activities as well as public and private organizations
- Attends training workshops and conferences as needed
- Occasional weekend and evening hours may be required
- Performs other duties as assigned or requested

QUALIFICATIONS

- Bachelor's degree or equivalent experience and education
- Experience with financial aid applications, such as FAFSA and CSS Profile
- Experience with software systems and data entry
- Experience with PowerFAIDS is preferred
- Counseling experience in a higher education setting preferred
- Ability to learn and apply Institutional Methodology
- Ability to use tact, discretion and diplomacy in advising and responding to questions and concerns from students and their families
- Ability to work effectively with a diverse population
- Must be self-motivated and able to work independently as well as on teams, and to manage multiple, competing projects and deadlines
- A strong commitment to the mission of the College and its students
- Organizational and analytical ability
- Excellent oral and written communication skills
- Strong interpersonal skills
- Strong spreadsheet and data entry skills
- Detail orientated and ability to work as part of a team

APPLICATION INSTRUCTIONS

Please submit a resume and required cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu. Priority consideration will be given to materials received by August 12, 2022. Preferred start date of September 12, 2022.

Additional information

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/humanresources/benefits-information>.

July 25, 2022

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.