



## **Qualification for Financial Aid Counselors**

- **Bachelor's degree required**
- **Advanced experience with Microsoft suite of products**
- **Three (3) or more years of financial aid experience**
- **Experience with Ellucian Colleague preferred**
- **Working knowledge of Federal Title IV regulations**
- **Excellent customer service skills required**
- **Excellent written communication required**
- **Attention to detail required**
- **Demonstrates high-level organizational skills with the ability to prioritize and multi-task effectively in a fast-paced, detail-oriented, and time-sensitive environment**
- **Completes detail-oriented tasks with a high degree of accuracy**
- **Ability to anticipate next steps and effectively problem-solve**
- **Demonstrated ability to work professionally and collaboratively with diverse internal and external constituencies**