



# UNIVERSITY OF DALLAS

Financial Aid Counselor

Job Number: 4173UD

**Undergraduate Admission and Financial Aid**

**Date Posted: September 28 2017**

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## WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

## JOB DESCRIPTION

UD is currently seeking a Financial Aid Counselor who will be responsible for counseling and advising applicants for financial aid, and their parents, so they understand their financial aid options, costs, and obligations. This individual will have the opportunity to achieve high levels of database usage skill, accurately and timely allocate appropriate financial aid dollars, and deliver an excellent customer service experience.

## PRIMARY RESPONSIBILITIES

- Provide service to prospective and continuing students and their parents regarding financial aid and perform duties related to the financial aid process.
- Award financial aid packages including student loans, federal grants, work study, state grants, assistantships, merit and grant money from the university to students in compliance with the policies and procedures of the University and federal and state governments.
- Monitor and verify compliance with required documents.
- Maintain records for tracking and budget.
- Perform Federal Verification of student financial aid applications for those students selected by the federal government.
- Administer federal and state financial aid programs in accordance with respective regulations.
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.

## MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited university in a field relevant to the position.
- Knowledge of basic financial aid principles and procedures, as well as a customer focused and problem resolution attitude.
- Ability to operate a personal computer database menu system to enter data, maintain records, and generate reports.



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## PREFERRED QUALIFICATIONS

- Experience in higher education (financial aid, business office, registrar) or business (accounting, finance, financial services, project management, account management) preferred.
- Prior experience using relational database software.

## ADDITIONAL INFORMATION

- The work may require occasional evening or weekend work.

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

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