

HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

Assistant Financial Aid Counselor

Harris-Stowe State University seeks an Assistant Financial Aid Counselor. Requirements: Able to use Microsoft Word or Word Perfect for Windows 6.0, Microsoft Excel and familiar with regulations for processing Federal Student Aid. Position is responsible for collecting documents needed for the student verification process and assisting the Counselors with financial aid packaging, processing Federal Pell Grants, Federal Stafford Loans, and institutional funds. This is a customer service oriented position.

Minimum qualifications: A baccalaureate degree, knowledge of financial aid programs, regulations and financial services products, exceptional oral and written communication skills, and at least two years experience in student financial aid. Demonstrated successful experience in utilization of technology as it relates to financial aid practices and procedures is required. **Salary for Assistant Counselor starting at \$32,000.**

Applicants: Submit a letter of application, resume and the names of three professional references to:

**Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
Fax: (314) 340-3395**

Application for Employment may be downloaded off our web site www.hssu.edu or submit your resume to hr@hssu.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER