

# HARRIS-STOWE STATE UNIVERSITY POSITION VACANCY NOTICE

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## **Financial Assistance Counselor**

Harris-Stowe State University has an opening for a Financial Assistance Counselor. Duties include, but are not limited to, counseling students and parents on financial aid programs, reviewing and evaluating student files to determine financial aid eligibility and for compliance with state, federal, and institutional guidelines. Problem solving, multi-tasking, team work and a positive attitude are also essential. This is a customer orientated position and the candidate must possess the ability to work with people from diverse backgrounds.

Minimum qualifications: An earned baccalaureate, thorough knowledge of federal financial aid programs, and regulations, exceptional oral and written communication skills, and at least one year experience in student financial aid. Proficiency in Microsoft Office Applications and in utilizations of technology as it relates to financial aid practices and procedures is required. Functional expertise with Jenzabar software is a plus. Applications will be accepted until Nov. 29<sup>th</sup>.

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

An Application for employment may be downloaded off our web site [www.hssu.edu](http://www.hssu.edu) or submit your resume to [hr@hssu.edu](mailto:hr@hssu.edu)

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