Job Title: Student Financial Aid Coordinator
Job ID: 27315
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Enrollment Services Specialist and under the supervision of the Director of Financial Aid, the successful candidate will be responsible for assisting in the Office of Enrollment Services and in the administration of financial aid advisement for prospective and newly admitted students and their families. In addition, responsibilities will include but not be limited to the following:

- Maintain working knowledge of financial aid regulations, policies, and procedures
- Review, update and input financial aid information in CUNYfirst and Campus Logic focusing on new students, as well as maintain an internal database. Notify students of missing information or documents
- Participate in development and coordination of improved in-person and online Financial Aid and Enrollment Services by leveraging technology.
- Counsel students and families about financial aid process at on and off-campus recruitment events and advisement sessions. Conduct financial aid workshops or presentations for prospective students and their families at high schools, community colleges, community organizations, on-campus events.
- Advise students on the academic requirements of maintaining federal and state aid and the implications of withdrawing with regards to Return to Title IV regulations.
- Participate in staff meetings, professional development seminars, workshops and conferences
- Provide coverage for evenings and weekends as needed. Flexible schedule during peak periods
- Assist the Director, and Associate Directors with special projects

QUALIFICATIONS
Bachelor's Degree required.

Preferred qualifications include:

- One year experience in Financial Aid
- Two years customer service experience
- Excellent written and verbal communication and interpersonal skills
- Knowledge of best practices in delivery of financial aid and enrollment services
- Demonstrated ability to work both autonomously and collaboratively with multiple priorities and deadlines
- Proficient in using MS Office Products such as Word, Excel, Access and Power Point
- Working experience in PeopleSoft/CUNYfirst information system in higher education
- Experience using external and internal systems such as COD, CPS, NSLDS, FACTS, DegreeWorks and NYSHEC

CUNY TITLE OVERVIEW

Counsels applicants and students on eligibility for financial aid programs, assisting them in the application process.

- Verifies eligibility for Federal and State financial aid programs including grants, scholarships, and guaranteed student loans
- Performs application intake, evaluation, processing and awarding
- Assists in the production of Financial Aid online, print material, and websites
- Advises students on good academic standing requirements and the appeal process; reviews appeals for dependency overrides and budget adjustments
- Conducts group workshops and represents the financial aid office at various on- and off-campus events
- Serves as a liaison between the college office and Direct Loan Providers
- Performs other related duties as assigned.

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

$51,781 - $54,268

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY
To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

CLOSING DATE

October 8, 2023

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.