



## **Financial Aid Counselor**

### **About Erskine College**

At the heart of Erskine College is its Christian identity. The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

### **Description**

The Financial Aid Counselor will assist students in receiving all financial assistance available to them; will work closely with prospective and continuing students and families in planning and coordinating the funding of their education through eligible student loans, grants, scholarships, and other financial arrangements; and will provide financial aid counseling and processing for all students.

### **Responsibilities**

- Serves as frontline representative for all visitors to the Financial Aid Office
- Serves as resource person to students, parents, and the public
- Responsible for the maintenance on all student files in the Financial Aid Office
- Responsible for scanning and entering all documents
- Responsible for all incoming and outgoing correspondence in the Financial Aid Office
- Assists with meeting prospective students and families, as well as upperclassmen
- Assists with awarding financial aid to qualified applicants (part-time and full-time)
- Assists the Director of Financial Aid with other duties as assigned and required

### **Qualifications**

- A personal relationship with Jesus Christ
- Commitment to Erskine's vision and mission
- Willingness to offer spiritual support to students and staff

- Bachelor's Degree
- Ability to prioritize and manage activities
- Strong attention to detail
- Strong organizational skills
- Ability to work independently
- Strong communication skills (oral and written)
- Able to work some nights and weekends

### **Application Process**

To ensure full consideration, interested candidates should complete the online application, which can be found [here](#). In addition, please provide the following:

- Resumé
- Cover letter
- References (at least three)