

# Allen College seeks to hire a Financial Aid Coordinator

Posting ID # 159854

Allen College seeks to hire a Financial Aid Coordinator. The Financial Aid Coordinator reports to the Director of Financial Aid. The Financial Aid Coordinator is responsible for effective implementation of financial aid procedures to assist the financial needs of students; ensures student financial aid records are accurately maintained; assists with processing refunds, documentation and handling all student contact in a professional manner; maintains required federal, state, and other records, reports, and files; attends in-services and other required meetings; and performs other duties as requested and required.

In compliance with the Clery Act, Allen College publishes an Annual Security report containing three previous years of crime statistics, institutional policies concerning campus safety, and a fire safety report. The report is available at [ASR Report-2024.pdf \(allencollege.edu\)](#). A paper copy is available upon request.

## Qualifications

1. Bachelor's degree from a regionally accredited institution of higher education. Preference may be given to a degree in student services or business.
2. Two years' experience in financial aid or higher education is preferred.
3. Ability to prioritize work and function under specific instructions within a structured time frame in a variety of job situations.
4. Good communication skills (oral and written) and the ability to interact with others.
5. Strong organizational skills.
6. Able to handle large volumes of work with attention to accuracy and detail; able to work with interruptions.
7. Ability to schedule, meet and maintain routines and deadlines and maintain integrity of records.
8. Ability to anticipate problems and bring forth solutions.

Allen College is an Equal Opportunity Employer.

Allen College was recognized in The Chronicle of Higher Education as a Great College to Work For in 2024. Allen College was given Honor Roll status and received recognition in several categories including job satisfaction and support; compensation and benefits; professional development; confidence in senior leadership; faculty and staff well-being; shared governance; and faculty experience.

## For more information, contact:

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or

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## To apply:

Applicants can apply at <https://careers-unitypoint.icims.com/jobs/intro?hashed=-435623200&mobile=false&width=1000&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300> and search for posting ID # 159854.

[allencollege.edu](http://allencollege.edu)



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