



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:

<http://www.cei.edu/hr>

EMAIL:

hr@cei.edu

Non-Classified

Opening

FINANCIAL AID ADVISOR

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be the week of February 16, 2018 – interested candidates are encouraged to apply *as soon as possible*.

Full-Time 40 hrs/week

Salary/Wage: \$33,280.00 – 38,496.00

Location(s): Idaho Falls

SPECIAL NOTIFICATION: Incumbent will report directly to the Director of Financial Aid. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

CLASS PURPOSE: Assists in the administration of federal and campus-based student financial aid programs.

RESPONSIBILITIES:

- Assists in the administration of federal and campus based student financial aid programs including Federal Pell Grants, Federal Supplemental Education Opportunity Grants, Federal/State Work Study Coordinator, Direct Loan Program, etc.
- Counsels students and parents individually or in groups on financial aid.
- Conducts research and collects information for reports; prepares and submits assigned reports.
- Assists in the creation and presentation of public and private addresses and briefings on financial aid policies, processes, and procedures; acts as an alternative liaison and representative of CEI to the community in matters of financial aid.
- Reviews regulatory and rule changes in federal, state, and other financial aid systems; analyzes needs and coordinates outreach activities.
- Develops and recommends CEI policies and procedures in congruency with federal, state, private, and other policies and procedures.

ASSIGNMENT RESPONSIBILITIES INCLUDE:

Coordinates Veteran's Benefits for students with the state and the VA. Performs verification of student financial aid files and awards financial aid when student is eligible. Other duties as assigned.

MINIMUM QUALIFICATIONS OR REQUIREMENTS:

EDUCATION: Bachelor's degree in education or related field

EXPERIENCE: One year or more in Federal Financial Aid at a post-secondary institution

KNOWLEDGE OF: The workings of various Government regulations

ADDITIONAL DESIRED QUALIFICATIONS:

Experience using the Colleague database or another student database. Experience with federal financial aid regulations.

PHYSICAL DEMANDS INCLUDE:

This is largely a sedentary role; however, some filing and data entry is required. This would require the ability to lift files, open filing cabinets, bend or stand as necessary.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

HOW TO APPLY:

Electronically submit a completed application packet (in .pdf or Word format) to hr@cei.edu. The application packet must include the following:

1. CEI Employment Application (located at <http://www.cei.edu/hr>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire. For additional questions contact: **Human Resources at (208) 535-5495** or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.