Date of Notice: July 20, 2016

Announcing the Availability of the Following Position:

Student Financial Services Generalist

In the Department of Financial Aid

Position Responsibilities:
- Main point of contact for appointment scheduling between students and Financial Aid Counselors and all initial phone inquiries.
- Primary point of contact to receive and track Title IV Verification Documents.
- Scanning / notation within Banner.
- Review of electronic FAFSA Waivers.
- Bill review and processing in conjunction with Student Accounts.
- 3rd Party Bill review, processing, and documenting.
- Church Work District Aid review, processing and documenting.
- Collaborative partner in relation to Title IV reconciliation efforts.
- Other duties as assigned.

Qualifications:
- Commitment to the mission and values of a Lutheran University
- Minimum of Associate of Arts is preferred
- 1-3 years of entry-level experience in Higher Education financial administration is preferred
- Demonstrated ability to use MS Office programs is required
- Demonstrated ability to use Ellucian Banner software is preferred

Additional Information:
Classification Level: Hourly
Full Time Equivalent: 100%
Benefit Eligibility: Full benefits
Salary Range: $14.25-$15.50/Hour
Application Deadline: August 3rd, 2016 or until position is filled

Please send a letter of interest and a current resume to:
Via e-mail (preferred): StaffSearches@csp.edu
Via postal mail: Human Resources
Concordia University
1282 Concordia Avenue
St. Paul, MN 55104-5494

Via facsimile: 651-641-8782

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