



Posted: 05/15/2025

Hourly Rate: \$15.00 - \$19.70

Status: Non- Exempt, Full-time

[The College of Idaho](#) invites applications and recommendations for a **Financial Aid Counselor**. As a member of the [enrollment management](#) team, this position shares responsibility for delivering high-quality financial aid services that directly support the institution's enrollment and retention objective. The Counselor ensures full compliance with all financial aid regulations, keeping with policies and procedures while providing accurate, timely guidance and information to students, families and campus partners.

This role involves the responsibility of evaluating and processing financial aid applications for both newly admitted and continuing students, ensuring meticulous compliance with all applicable federal, state, and institutional regulations. Maintaining a high degree of professionalism, discretion, and a commitment to confidentiality when handling sensitive student information is paramount. The selected candidate will perform accurate and efficient data management using the college's integrated database, Ellucian Colleague and Slate CRM, and be responsible for awarding financial aid packages to eligible students based on established criteria. To ensure accurate advising and ongoing compliance, staying up to date with changes in federal and state regulations and College policies is a key aspect of this position.

As the primary point of contact for the financial aid office, the candidate will guide students and their families through each stage of the financial aid process with empathy, professionalism, and clear communication. They will simplify complex policy information, build trusting relationships, and proactively address individual needs to support student success. Strong communication skills, technological proficiency, and comfort working with financial documentation are essential. The candidate must demonstrate excellent problem-solving abilities, adaptability to evolving processes, and the capacity to work independently with moderate oversight.

Qualifications include an associate's degree or two years of experience in a fast-paced office setting—or an equivalent combination of education and experience. Experience in higher education is highly desirable. Bilingual candidates fluent in Spanish and English are encouraged to apply.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current, valid driver's license is also required, and candidates must be vehicle insurable.

The College offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events. Spouses, domestic partners, and dependents are eligible for benefits coverage.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to hr@collegeofidaho.edu. Review of applications will begin immediately and continue until qualified candidates are selected. As we move through the application review process, additional information may be requested from qualified candidates.

With over 134 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are dedicated to attracting, retaining, and optimizing performance and academic excellence through an inclusive workforce. The College does not discriminate on the basis of sex, race, color, age, religion, disability, national and ethnic origin, veteran status, sexual orientation, gender identity, or any other basis protected by law.