

Posted: 04/15/2022
Hourly rate: \$14.80-\$19.73
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 providing financial aid services and materials that support the institution's enrollment goals. The Counselor supports all financial aid-related processes and technical support, for assigned financial aid programs and/or assigned caseload, to ensure the successful operation of federal, state and institutional financial assistance programs.

The Financial Aid Counselor position is customer service focused, providing timely and accurate responses to questions from current and prospective students and their families. They work with and maintain confidential information supplied through federal, state databases and student files, and maintain up-to-date knowledge of federal, state and institutional policies and procedures to ensure compliance with regulations and requirements.

The successful candidate will be proficient in technology and computer information systems, possess knowledge of and ability to interpret and apply financial aid regulations. They will have obtained an Associate's degree or have worked in a collegiate setting for a minimum of two years, or have a combination of education and experience. Bilingual (Spanish/English) candidates 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 candidate must be vehicle insurable.

A complete application will include a current résumé, cover letter addressing qualifications for the position, a statement on diversity that articulates a commitment to representation, inclusion, and equity, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. **Application review will begin immediately.** Applications will be accepted until suitable candidates are selected.

With over 125 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 committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.