

Posted: 02/18/2020

Status: Full-time 12-month position



We have an exciting opportunity for a Financial Aid professional to join our collaborative and goal-oriented team at The College of Idaho. This position will support all financial aid related business processes and provide technical support to ensure the successful application of federal, state and institutional financial assistance programs supporting enrollment and retention efforts at the College. The ideal candidate will possess a commitment to quality, integrity, and exercise appropriate professional judgement in the resolution of various office, financial aid and customer services issues.

#### Qualifications

- Bachelor's degree preferred, or a combination of education and related work experience in a collegiate setting.
- Knowledge of federal and state financial aid regulations.
- Proficiency with Microsoft Office suite, Outlook, Word and Excel specifically.
- Familiarity with a unified ERP, and the use and application of financial aid and related software.
- Must possess a high level of discretion and confidentiality.
- Bilingual (Spanish/English) preferred.
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

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.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current résumé, and the names and contact information of three (3) references, two (2) management and one (1) professional to [hr@collegeofidaho.edu](mailto: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 is located on a beautiful campus in Caldwell, a community of 54,600 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving capital city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports, and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting. Our low cost of living, coupled with access to almost everything imaginable makes a great location to further your career path. At the College of Idaho, you are important and you can make a difference!

The college offers an extensive benefits offerings to include a generous paid time off package.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.