



UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e

# Staff Vacancy

**POSITION:** Financial Aid Counselor – Non Standard Programs **EEO #EM 6-13**  
**DEPARTMENT:** Office of Student Financial Aid

## **RESPONSIBILITIES:**

The University of Louisiana at Lafayette invites nominations for the position of Financial Aid Counselor. Reporting to the Assistant Director of Financial Aid, the Financial Aid Counselor will:

- Assist in all area of financial aid administration including counseling of students and parents regarding the various financial aid programs.
- Must possess very strong oral and written communication skills.
- Have a comprehensive understanding of Federal Title IV Financial Aid Guidelines.
- Use an automated financial aid system.
- Assist in the presentation and planning of financial aid workshops.
- Assist in compiling data for various fiscal and statistical reports.

## **QUALIFICATIONS:**

The Financial Aid Counselor must possess a minimum of a bachelor's degree with responsible experience in federal financial aid or a related area. Additionally, the applicant should have proficiency in modern computer skills, strong organizational abilities, and a willingness to travel and work non-traditional hours.

## **ADMINISTRATIVE UNIT:**

The Office of Student Financial Aid is a unit within the Division of Enrollment Management which provides services and maintains processes relative to the processing of Federal and State aid to students at UL Lafayette. The Division of Enrollment Management consists of University Registrar, University Scholarships, Undergraduate Admissions and Recruitment, New Student Orientation, Veterans Services and Student Financial Aid.

**SALARY:** Dependent on qualifications and experience.

**STARTING DATE:** As Soon As Possible

**APPLICATIONS:** Candidate review will begin immediately. Applicants should send a cover letter, resume, and the names and contact information of three references to:

University of Louisiana at Lafayette  
Office of Student Financial Aid  
Krista Fontenot, Administrative Assistant  
RE: Financial Aid Counselor Search (EM 6-13)  
P. O. Box 41206  
Lafayette, LA 70504-1206

**APPLICATION DEADLINE:** Preference will be given to applications submitted by Friday, October 10, 2014. However, applications will be accepted until the position is filled.