



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

Staff Vacancy

POSITION: FINANCIAL AID COUNSELOR (Two (2) Positions) EEO# EM 2-17; EM 3-17
DEPARTMENT: OFFICE OF STUDENT FINANCIAL AID

RESPONSIBILITIES:

The University of Louisiana at Lafayette invites applications for the position of Financial Aid Counselor in the Office of Student Financial Aid. Reporting to the Associate Director, the Counselor will:

- Primarily responsible for providing financial aid advice and guidance to prospective and enrolled students and their parents.
- Must keep abreast of federal, state and institutional rules and regulations to govern the awarding and disbursement of financial aid.
- Works closely with the financial aid staff in providing support and training.
- Prepare reports and correspondence as needed.
- May be required to work some evenings and weekends during peak processing periods and for special projects.
- Will be assigned special projects as needed.

QUALIFICATIONS:

The Financial Aid Counselor must possess a minimum of a bachelor's degree from a regionally accredited college/university. Must be willing to work with students, parents, University staff and faculty at all levels. Financial aid experience in a comparable university setting is a plus. Additional qualifications include: strong communication ability, proficiency in modern computer skills, strong organizational abilities, and a willingness to work non-traditional hours.

UNIVERSITY AND COMMUNITY:

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 19,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

ADMINISTRATIVE UNIT:

The Office of Financial Aid is a unit within the Division of Enrollment Management which is responsible for administering University, state and federal financial aid.

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: November-December 2017

APPLICATIONS: Candidate review will begin immediately. Review of applications will continue until the position is filled. Applicants should send a cover letter, resume, and the names and contact information of three references to:

Cindy Perez, Executive Director, Financial Aid and Scholarships
RE: Financial Aid Counselor (EEO# EM 2-17; EM 3-17)
E-mail: cperez@louisiana.edu

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>