Vacancy Announcement
Financial Aid Counselor
Business Affairs Division

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow’s world.

The Financial Aid Counselor's duties include counseling and advising students and parents on the various financial aid programs, assisting with the administration of one or more federal, state, or institutional financial aid programs, evaluating Financial Aid applications in order to determine student eligibility for various financial aid programs, and collecting data and keeping accurate records.

Duties and Responsibilities:

- Ensures optimal use of financial aid funds by awarding funds from the various university-controlled programs to students in accordance with established federal, state, and University guidelines.
- Promotes a positive image of the Financial Aid Office by making group presentations which explain both the various financial aid programs and associated application processes.
- Ensures student and parent awareness of the various financial aid sources during counseling sessions by providing information to them and answering their questions regarding financial aid sources.
- Assists students in the application process for financial aid by helping them to complete appropriate and required forms; by advising them of their rights and responsibilities concerning financial aid; and by providing them with information about the status of their financial aid applications.
- Determines students' eligibility for the various financial aid programs by evaluating their applications.
- Adheres to National Collegiate Athletic Association (NCAA) and rules as communicated by the Director of Athletics, Compliance related to dealings with student-athletes and/or Athletics Department personnel and reports any concerns or possible violations of those guidelines to the immediate supervisor.
- Assists with the smooth operation of the department by assisting the Financial Aid Coordinator in the administration of one or more financial aid programs managed by the Unit.
- Develops students' money management skills by assisting students with financial planning.
- Contributes to broad based management of the Financial Aid Office by providing input to office policy and procedure decisions.
• Assists in the preparation of required statistical reports by collecting data and keeping accurate records on programs administered by the Financial Aid Office and by designing and revising forms as appropriate.
• Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
• Maintains competency and professional currency through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses required by the Financial Aid Coordinator.
• Contributes to the overall success of the Office of Student Financial Aid by performing all other duties as assigned by the Financial Aid Coordinator.

Qualifications:

• A Bachelor's degree is required. A Master's degree is preferred.
• One year of successful professional work experience is required
• Experience in financial aid, university administration, or a related field is preferred

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit https://www.vuu.edu/about-vuu

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