The University of Southern Indiana is searching for highly-motivated individuals to apply for our **Student Financial Assistance Counselor** opening.

As a Student Financial Assistance Counselor, you will work with a dynamic team to develop your analytical skills to design financial aid packages for students. With the demand of constant aid activity throughout the year, you must exhibit independent decision making, flexibility, and adaptability to keep up with the fast-paced changes in financial aid as well as the needs of the office.

**Responsibilities include:**

* Review financial aid applications, perform need analysis, and package financial aid awards
* Continuous education concerning state, federal and university rules and regulations
* Advise prospective and current students and their families regarding financial aid
* Interpret regulatory requirements to maintain University compliance
* Communicate new regulations to campus-wide constitutes

**Essential Knowledge and Skills:**

* Bachelor’s degree in accounting, business administration, or related field required.
* Two years of professional office experience required. Experience in student financial aid and/or higher education administration highly preferred.
* Excellent analytical, writing, speaking, and collaborative relationship building skills required.
* Demonstrated proficiency with Microsoft Office Suite products and technical competency for exporting/importing database files to appropriate software required.
* Strong accuracy, attention to detail, and organization while managing multiple priorities and deadlines.

**Why work in USI’s Student Financial Assistance office?**

* We are dedicated to helping USI students and their families navigate the financial aid process and educating them in making the best use of all resources available to help finance the cost of their education.
* We help students find opportunities by guiding them toward wise college financial aid decisions that make USI’s educational value even better.
* Our team offers personalized attention and works closely with students to design a sustainable financial assistance plan. Feel rewarded by positively impacting student’s lives while they attend college and work towards a better future.

**About USI:**

The University of Southern Indiana is a public higher education institution located on a beautiful 1,400-acre campus in Evansville, IN. We offer employees exceptional benefits! Benefits for this position include:

* Affordable medical, dental, vision, life and short term and long term disability insurance plans
* Retirement plan where the University makes the total contribution equivalent to 11% of annual salary.
* Full tuition fee waiver for employees/75% for spouses and dependent children.

If you are a qualified and dedicated professional with a sincere passion for working with students, please apply following the directions on our [www.usi.edu/jobs](http://www.usi.edu/jobs) page to log in or set up an account. When completing the application, you will be given the opportunity to attach the additional documents required for this position which include cover letter; current resume; names and full contact information including e-mail addresses for three professional references; and unofficial transcripts. Materials should be provided electronically within this web-based applicant system and addressed to the attention of Mrs. Mary Harper, Search Committee Chair. Candidates selected for interview will also be required to provide official transcripts at a later stage. Review of candidates will begin immediately and continue until the position is filled.

***As an Equal Opportunity/Affirmative Action Employer, the University of Southern Indiana considers all qualified applicants for employment without regard to race, color, religion, sex, pregnancy or marital status, national origin, age, disability, genetic information, sexual orientation, gender identity, veteran status, or any other category protected by law or identified by the University as a protected class.***