

Financial Aid Specialist

Point University is a private institution that educates our students within a Christian worldview, so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Financial Aid Specialist is responsible for providing outstanding customer service to students and their family members through:

- Clearly and effectively disseminating general financial aid information
- Educating students and university partners on available financial aid resources
- Evaluating financial aid applications and supporting documentation efficiently and accurately to ensure everything is clearly and completely documented in order to determine eligibility for aid
- Maintaining data within Student Information System (SIS) and hard copy files
- Educating students in correct procedures for completing forms and applications, requirements and restrictions, and supporting documentation
- Assisting in packaging student aid
- Maintaining current knowledge of federal regulations related to financial aid by attending training sessions and reviewing regulatory announcements
- Assisting with the Federal Work Study program, financial literacy opportunities for students, and financial aid outreach opportunities for the University
- Other duties as assigned.

Requirements

- Strong work ethic and personal accountability
- Ability to pick up new skills quickly
- Outstanding verbal and written communication skills
- Demonstrated commitment to listening to, understanding, and meeting the needs of customers
- Acute attention to detail
- Excellent organizational skills, ability to manage multiple assignments at the same time.

Preferred

- Bachelor's Degree from accredited institution.
- Prior financial aid experience, including Federal Work Study