

## **OFFICE OF FINANCIAL AID**

### **Financial Aid Counselor**

Responsibilities include, but are not limited to: Counseling students and parents concerning financial aid processes, processing Federal/State financial aid, evaluating applications including performing needs analysis and determining eligibility for Federal, State and University awards, and assisting with outreach efforts both on campus and in the community (high school night presentations, etc.). This position requires evening and weekend coverage on a rotating basis

### **Qualifications:**

Bachelor's degree and valid driver's license required. Strong communication skills, verbal and written, as well as strong interpersonal and administrative skills. Must possess a working knowledge of PC-based word processing and spreadsheets. Strong customer service skills are a must. Familiarity with computerized financial aid systems, especially SCT Banner. College financial aid experience is preferred.

For consideration, please send letter of application and resume to:

Director of Financial Aid  
126 Hofstra University  
202 Memorial Hall  
Hempstead, New York 11549-1260  
Fax: (516) 463-4936

**EQUAL OPPORTUNITY EMPLOYER**