

**Financial Aid / Student Record Coordinator**

**Location:** Donnelly College, Kansas City, Kansas

**Full/Part Time:** Full-Time **Exempt/Non-Exempt:** Non-Exempt

**Position Reports to:** Director of Financial Aid/Student Record

# ABOUT DONNELLY COLLEGE

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on “those who might not otherwise be served.” Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region’s only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor and associate degrees and certificates. To find out more, please visit [www.donnelly.edu.](http://www.donnelly.edu/)

# JOB SUMMARY

This position provides financial aid counseling and assistance to current and prospective students, determining student financial aid eligibility and verifying financial aid information. This position provides support to the Director of Financial Aid in aiding student in the completion of the FAFSA, developing student aid packages and data entry as required. The ideal candidate will possess a wide range of knowledge as related to postsecondary student financial aid to include a sound understanding of the provisions of the U.S. Dept. of Education Title IV rules and regulations. Excellent interpersonal communication skills are critical as this position requires daily contact with students seeking financial assistance to obtain their educational goals. Applicant must pass a background check and complete VIRTUS training. Two days will be spent working in the Registrar’s Office.

# RESPONSIBILITIES FOR FINANCIAL AID

* Maintain comprehensive knowledge of Federal and institutional policies and procedures related to financial aid
* Act as primary contact for walk-in, phone call and email traffic for current and prospective students
* Coordinate follow-up of missing documents from students
* Coordinate data collection and entry for financial aid related documents
* Provide FAFSA assistance and counseling to current and prospective students
* Counsel students regarding budgeting, financial aid and scholarships
* Determine student financial aid eligibility and verify student financial aid information
* With oversight of Financial Aid Director – award financial aid
* Participate in college committees, as assigned by supervisor
* Meet with and assist the various student body groups at Donnelly in order assist student recruitment activities

**RESPONSIBILITIES FOR STUDENT RECORD COORDINATOR**

* Audit student progress toward degree completion, degree certification and prepare diplomas
* Process grades and monitor satisfactory progress, academic probation, suspension, and honors
* Oversee and monitor students change of schedule
* Process student withdrawals
* Purchase supplies for department - handle PO system and help manage the office’s budget
* Manage all aspects of student registration: carry out and monitor all steps for setting up each academic term, input course schedule and monitor accuracy of prerequisites, course descriptions and publish course information online
* Coordination of class schedules with classroom assignments and manage/maintain room availability calendars Monitor grades of student in regard to academic successes and prepare reports to be shared with the community.
* Provide support to Advising, Financial Aid, and Business Office

# QUALIFICATIONS

* Associate degree; bachelor’s degree preferred
* Experience using Microsoft Office such as Word, Excel and Outlook
* Excellent written and verbal communication skills
* Ability to effectively manage time and work independently
* Preferred knowledge of financial aid regulations and processes
* Preferred experience with Empower and Canvas programs
* Bilingual (English/Spanish) strongly preferred
* Experience working with diverse student populations
* Philosophically aligned with the mission and values of the College to engage and support our Catholic identity, practicing

Roman Catholic preferred.