



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

EMAIL:hr@cei.edu

FINANCIAL AID ADVISOR/SCHOLARSHIPS

NON-EXEMPT Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of December 17, 2018 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$32,000 - \$35,000 Annually - Plus Competitive Benefits

Location(s): Idaho Falls

GENERAL STATEMENT OF FUNCTION:

Assists in the administration of federal and campus-based student financial aid programs, and assists in the scholarship awarding process. Assists in the dissemination of financial aid information to prospective students.

This position completes the job of a Financial Aid Advisor as well as assists in the Scholarship awarding process. This individual also attends financial aid recruitment activities with CEI's recruitment office to assist in disseminating financial aid information.

EXAMPLE RESPONSIBILITIES:

- Awards scholarships in the financial aid system.
- Assists in the notification process for scholarships.
- Assists in the administration of federal and campus based student financial aid programs including Federal Pell Grants, Federal Supplemental Education Opportunity Grants, Federal/State Work Study Coordinator, Direct Loan Program, etc.
- Coordinate with the Foundation Scholarships Coordinator on a variety of tasks required with a Financial Aid Advisor.
- Counsels students and parents individually or in groups on financial aid.
- Conducts research and collects information for reports; prepares and submits assigned reports.
- Understands the changing needs of prospective and current students, and, under the direction of the Dean of Student Affairs, the Director of Financial Aid, and the Executive Director of the Foundation, assist with programming as it relates to financial aid and scholarships.
- Promotion of Scholarships and Financial Aid at events and in the high schools in coordination and under the direction of the CEI recruitment office and the CEI Foundation.
- Assists in the creation and presentation of public and private addresses and briefings on financial aid policies, processes, and procedures; acts as an alternative liaison and representative of CEI to the community in matters of financial aid.
- Coordinate and develop with CEI Foundation's scholarships coordinator an online process for priority and second round award for scholarships.

- Reviews regulatory and rule changes in federal, state, and other financial aid systems; analyzes needs and coordinates outreach activities.
- Develops and recommends CEI policies and procedures in congruency with federal, state, private, and other policies and procedures.
- Consistently develops best practices in the Financial Aid and Scholarships
- Coordinates the awarding of scholarships and promotes financial aid at various events and activities.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- EDUCATION: Bachelor's degree

ADDITIONAL DESIRED QUALIFICATIONS:

- Knowledge of government and federal financial aid regulations and programs.
- Experience with (one year or more) Federal Financial Aid at a post-secondary institution.
- Experience with Scholarships.
- Experience with the Colleague database or another student database.
- Knowledge of cloud-based and electronic storage programs.

HOW TO APPLY:

Electronically submit a completed application packet (**in .pdf or Word format**) to hr@cei.edu. The application packet must include the following:

1. CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.