

Job Title: Senior Financial Aid Officer

Company: Career Research Associates, Inc. dba Center for Advanced Legal Studies

Location: Houston, TX

Job Type: Full-Time

Salary: Competitive, commensurate with experience

Job Description:

We are seeking an experienced and highly motivated Senior Financial Aid Officer to join our team. In this role, you will play a crucial role in ensuring that our students have access to the financial resources they need to pursue their educational goals. You will manage all aspects of the financial aid process, provide guidance to and support to students, and collaborate with various departments to develop and implement effective strategies. Please note that this position offers a unique growth opportunity, with the expectation of transitioning to the Financial Aid Director role. As a Senior Financial Aid Officer, you will have the chance to demonstrate your leadership skills, contribute to strategic decision-making, and collaborate with senior management. This position provides a solid foundation for career advancement within our organization.

Responsibilities:

1. Develop and implement comprehensive financial aid policies and procedures in compliance with federal, state, and institutional guidelines.
2. Oversee the administration of all financial aid programs, including grants, scholarships, and loans.
3. Evaluate financial aid applications, determine eligibility, and award aid packages to students based on their financial need and merit.
4. Stay updated on changes in financial aid regulations and ensure compliance with all applicable laws and regulations.
5. Collaborate with other departments, such as Admissions and Student Services, to coordinate efforts and provide timely and accurate financial aid information to prospective and enrolled students.
6. Provide guidance and support to students and their families regarding the financial aid application process, eligibility requirements, and available resources.
7. Foster strong relationships with external agencies and organizations to explore additional funding opportunities and partnerships.
8. Continuously assess and improve financial aid processes and systems to enhance efficiency and effectiveness.

Qualifications:

1. Bachelor's degree in finance, accounting, business administration, or a related field.
2. A minimum of 5 years of experience in higher education financial aid administration (Title IV).

3. Strong knowledge of federal and state financial aid regulations, policies, and procedures.
4. Excellent analytical, problem-solving, and decision-making skills.
5. Exceptional attention to detail and ability to work accurately in a fast-paced environment.
6. Strong technical and computer skills especially related to EDConnect and EDEExpress.
7. Outstanding interpersonal and communication skills, with the ability to effectively collaborate with diverse stakeholders.
8. Proven leadership abilities, with experience in managing and motivating a team.
9. Strong commitment to customer service and student success.
10. Demonstrated commitment to promoting diversity, equity, and inclusion.

To apply, please submit your resume, cover letter, and salary expectations to sarah@paralegal.edu. We will review applications on a rolling basis until the position is filled.

Note: Only shortlisted candidates will be contacted for an interview.