

Job Title: Financial Aid Administrative Coordinator  
Job ID: 28338  
Location: College of Staten Island  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

## **POSITION DETAILS**

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Director of Financial Aid, the successful candidate will serve as an administrator supporting the Financial Aid Office including procurement and budgets. Additional duties include, but are not limited to:

- Maintaining working knowledge of financial aid regulations, policies, and procedures
- Coordinating mailings, literature for office
- Completing scholarship, ETV forms for student aid
- Maintaining office calendar/schedules and covering phones, virtual office or assist students as needed
- Assisting counselors with State Aid and Federal Aid processing when needed
- Participating in staff meetings, professional development seminars, workshops and conferences
- Providing coverage for evenings and weekends as needed.
- Assisting the Director and Associate Directors with special projects
- Performing related duties as assigned

## **QUALIFICATIONS**

Bachelor's degree is required.

Preferred qualifications include:

- Minimum of 1 year experience in Financial Aid
- Excellent written and verbal communication and interpersonal skills
- Knowledge of best practices in delivery of financial aid and enrollment services
- Demonstrated ability to work both autonomously and collaboratively with multiple priorities and deadlines
- Proficient in using MS Office Products such as Word, Excel, Access and Power Point
- Working experience in PeopleSoft/CUNYfirst information system in higher education
- Experience using external and internal systems such as COD, CPS, NSLDS, FACTS, DegreeWorks and NYSHESC

## **CUNY TITLE OVERVIEW**

Coordinates financial aid procedures and activities and provides financial aid information.

- Schedules workshops, reviews applications, establishes pay cycles, disburses funds and resolves disbursement problems, and records awards, disbursements and returns
- Coordinates, verifies and resolves problems regarding the disbursement of scholarships and grants by verifying student eligibility, establishing pay cycles and reviewing pay-outs
- Reconciles accounting and disbursement schedules
- Provides data for financial aid and donor reports as needed
- Supports the College's enrollment management efforts by providing financial aid information to prospective students, their families and their high school counselors
- Serves as liaison between the college and direct loan providers
- Performs related duties as assigned.

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## **CUNY TITLE**

Assistant to HEO

## **FLSA**

Non-exempt

## **COMPENSATION AND BENEFITS**

\$46,103 - \$47,861

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness,

financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

## **HOW TO APPLY**

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

\*\*Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

## **CLOSING DATE**

May 22, 2024

## **JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

## **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.