



Columbus College of Art & Design

Financial Aid Counselor

CCAD is seeking a professional who enjoys fast-paced roles, can work independently with little supervision, is a critical thinker, and has the ability to multi-task to fill this role. We are in search of someone who can collaborate and provide a wide range of high-quality services while engaging with new and continuing students and the rest of our CCAD community.

We are dedicated to our mission of being an agile, trusted, strategic partner who delivers sustainable services and solutions that contribute to CCAD's success through the attraction, retention and engagement of a talented creative, diverse and inclusive workforce and we would love for you to join our team!

SUMMARY

The Financial Aid Counselor reports to the Associate Vice President for Financial Aid & Student Records and fulfills a variety of administrative and professional activities designed to serve our student body and meet the strategic enrollment goals of the college. Responsibilities include, but are not limited to, counseling students and families, data entry and analytics, researching regulations, reconciling fund balances, evaluating processes and procedures, sending and receiving electronic files and supervising student workers. Candidates for this position will be evaluated on their demonstrated capacity to think critically, exercise good judgment and work independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Aid Counseling & Communication

- Works with new and continuing students and their parents regarding the application for and renewal of financial aid as it pertains to accessing enrollment and satisfying their student account balances
- Participates in monitoring financial aid email account and addresses communications accordingly
- Reviews and packages new and continuing students recognizing the difference between consistent administrative functions and unique professional judgment that may be needed case by case
- Reviews and updates financial aid forms and web presence

Financial Aid Administration

- Collects documentation from students and parents to ensure compliance with federal, state and institutional awarding guidelines
- Reviews and processes Federal Direct Loan Programs on behalf of eligible students and/or eligible parents
- Submits, receives and reconciles electronic records in administration of federal financial aid programs exercising accuracy and time management skills
- Processes Return to Title IV (R2T4) calculations as a result of student withdrawals
- Monitors Satisfactory Academic Progress (SAP) for students and reviews and processes appeals and communications
- Manages state grants, confirming eligibility, requesting disbursements from state agencies, responsible for reconciliation and coordinating periodic state audits
- Work with a variety of alternative loan programs and third-party scholarship agencies to secure funding for students
- Assists with Admission events designed to recruit and yield prospective students
- Designs and delivers financial literacy presentations used to educate new and continuing students, college staff and faculty and/or other community audiences

- Collaborates with appropriate personnel in other college departments including, but not limited to, Academic Advising, Bursar, Registrar and One Stop to carry out financial aid processes and properly advise students
- Supports and assists the AVP for Financial Aid in streamlining processes, utilizing technology, assisting in data collection for annual audits and other inquiries
- Researches financial aid regulations to ensure compliance and maintain institutional eligibility
- May supervise student workers
- Accepts that occasional evening and weekend hours may be required
- Performs other duties as requested

QUALIFICATIONS

- Excellent written and verbal communication and customer service skills
- Evidence of strong organizational abilities, time management and attention to detail
- High level of logic and superb critical thinking skills
- Seasoned sense of judgment with ability to make professional judgment decisions
- Ability to work often with increased levels of autonomy and independence
- Ability to maintain patience, empathy and understanding while explaining complex processes
- Display a pleasant and outgoing personality and appreciate the importance of student data security
- Remains committed to increasing knowledge and strengthening skills by participating in various trainings, seminars and professional development opportunities on and off campus

EDUCATION and EXPERIENCE

- Bachelor's degree required
- Minimum of 1-2 years of prior experience in the field of financial aid required
- Associate degree plus a minimum of 3-5 years of prior experience in the field of financial aid may be considered
- Proficiency in Microsoft Outlook, Word, and Excel and Google Suite
- Proficiency in PowerFAIDS and PowerCampus preferred but not required

PHYSICAL DEMANDS

- The employee is regularly required to walk and talk and hear.
- The employee frequently is required to sit, stand, use hands to finger, handle, or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, ability to differentiate colors, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

- The employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.

COMPENSATION: This position is full-time, exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, campus parking, and free admission to the Columbus Museum of Art.

HOW TO APPLY: Visit www.ccad.applicantpro.com/jobs/ to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

CCAD Vaccination & Booster Requirement Notice

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process. Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at humanresources@ccad.edu.

***CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification..**

About CCAD:

[Columbus College of Art & Design](#) teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is [The CCAD Way](#), one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our [Core Values](#) of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's [Presidential Commission on Diversity, Equity & Inclusion](#) works to help CCAD grow with intention into a more inclusive and equitable institution. Learn more at ccad.edu.

About Columbus:

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, [Columbus](#) is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the [Columbus region](#) is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

EEO Statement:

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a

culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.