

Financial Aid Representative

Tabor College is seeking a Financial Aid Representative. This full-time position is responsible to communicate, administer, award, and manage financial aid records for institutional, state, government, and miscellaneous scholarships/grants for current and prospective students at Tabor College; to support and promote the attainment of college recruiting and financial aid goals in an effective manner while complying with federal and state regulations.

Primary Responsibilities:

- Provide excellent customer service to past, current and prospective residential and online students
- Provide financial aid guidance/counseling to students and/or parents
- Seek opportunities to reflect Christ to students, families, and Tabor employees
- Stay well-informed of federal and state rules and regulations, as well as institutional financial policies
- Process scholarships, loans, institutional aid and grants
- Be knowledgeable of Tabor College in respect to: history, philosophy, mission, academic programs, student activities and organizations, student profile, cost/fees and admissions/financial aid requirements and procedures
- Maintain secure and confidential information of all student's financial aid files and information as well as accurate and complete financial aid files for annual audits and other required filings
- Other responsibilities as assigned by the Dean of Enrollment Management or Director of Financial Aid

Qualifications:

- A believer in Jesus Christ; ability to articulate a personal relationship with Jesus Christ
- Bachelor's degree required. Preferred degree in Business-related field
- High level of accuracy, attention to detail, organizational skills, and refined analytical and problem-solving skills. Strong interpersonal skills. Excellent written and verbal communication skills. Strong technical knowledge and experience.

To Apply: Send resume and cover letter via email to Angela Vix at tchumrec@tabor.edu

Tabor College is an Equal Opportunity Employer operating under the auspices of the Mennonite Brethren churches of the United States. It complies with all applicable non-discrimination laws.