



# CALVIN THEOLOGICAL SEMINARY

**Job Title:** Financial Aid Coordinator  
**Department:** Admissions & Enrollment Management  
**Reports to:** Director of Admissions & Enrollment Management  
**Status:** Part-time non-exempt staff

## **SUMMARY**

The Financial Aid Coordinator plays a crucial role of supporting students by managing the administration and processing of financial aid, including institutional scholarships and federal aid. This position is responsible for reviewing student eligibility, analyzing financial aid applications, ensuring compliance with applicable regulations, policies, and protocols, and awarding funds. The position serves to assist students in understanding their financial aid options, resolving related inquiries, and guiding them through the application process. Additionally, the role involves maintaining accurate records, managing student data records, and collaborating with other departments including the Admissions, Financial Services, Development and Academic Services Offices to ensure seamless support for students. This is a year-round part-time position for around 20 hours per week and flexibility in scheduled work hours and some remote work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Responsible for awarding, monitoring, and oversight of federal and Seminary's student scholarships and financial aid, ensuring that current and prospective students receive the best financial support available to them. This includes scholarships and loans applications and loan counseling.
- Manage all aspects of the Federal Student Loan program, including updating policies and procedures, administering funds, and reporting on borrowing trends.
- Manage all financial aid and student related data, records, and reporting consistent with institutional and federal regulations.
- Ensure compliance with governmental requirements by staying up to date on current regulations and protocols, submitting all federal reports accurately and on time, informing other departments when changes to regulations may affect their day-to-day work, and working with financial auditors.
- Collaborate with the Admissions office for prospective student admission processes related to financial aid, ensuring potential students are well informed and served.

- Serve as the School Certifying Official, the primary point of contact for Department of Veterans Affairs (VA) education benefits; process and maintain VA certification operations in compliance with federal and Seminary policies.
- Manage all aspects of the Electronic Data Exchange (EDE) with the Department of Education and other organizations including National Student Loan Data System (NSLDS) Integrated Postsecondary Education Data System (IPEDS), Association for Theological Schools (ATS) and any other related Financial Student Aid systems and records.
- Monitor and coordinate the processing of verification and certification needed due to eligibility changes resulting from FAFSA data changes
- Manage professional judgment (PJ) guidelines and individually address complex PJ requests.
- Ensure the seminary remains in good standing with the Department of Education and other agencies by renewing all of the participation agreements and MOUs.
- Serve as a member of the scholarship committee and ensure timely communication of all financial aid award decisions to students

### **QUALIFICATIONS**

The qualifications listed below are representative of the knowledge, skill, and ability for this position.

- Experience and comprehensive knowledge of Title IV programs.
- Experience with financial aid systems
- Analytical skills to engage in data analysis and strategic projections regarding budgets and the use of financial aid.
- Familiarity and experience with federal and institutional financial aid regulations.
- Excellent presentation and communication skills to connect with students, colleagues, and external constituents.

### **EDUCATION and EXPERIENCE**

This position requires a bachelor's degree from a four-year college or university. The ideal candidate is organized, service-oriented, and able to work well with diverse populations. Knowledge and/or experience of theological education, financial aid databases and student information systems is helpful.

### **COMMUNICATION SKILLS**

Guiding students through the financial aid process requires clear written and oral communication with prospective and current students, seminary offices, and governmental officials. Due to the diversity of our prospective students, this person should be able to demonstrate cross-cultural sensitivities. This individual must handle confidential information with integrity.

## **DECISION MAKING/JUDGMENT**

The position requires the ability to make decisions independently, prioritize projects and deadlines, plan effectively, and act responsively.

## **OTHER SKILLS AND ABILITIES**

1. Effective interpersonal and public relations skills.
2. High level of organization and accuracy.
3. Creativity and energy.
4. High level of confidentiality
5. Natural aptitude for hospitality.
6. Effective interpersonal and public relations skills.
7. Flexibility and ability to manage multiple tasks.

## **PERSONAL INTEGRITY**

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and engagement in a local church are essential.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May include occasional travel to Seminary fairs and other events to assist with recruiting students.