



## POSITION NOTICE AD Financial Aid Advisor

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**Classification:** Specialist  
**Job Status:** Full-Time Exempt

**Team:** Financial Aid  
**Reports To:** Financial Aid Manager

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At Nicolet College, our mission is to transform lives and enrich communities, and we see change as an opportunity to transform even more lives and to serve our communities even better. To accomplish this mission, we are redesigning higher education to serve today's learners in the most inclusive, creative, and flexible ways imaginable. We are responding with innovative programs, strong employer partnerships, and student-centered practices. Are you interested in providing exceptional customer service while administering financial aid to our students? If so, we can't wait to meet you!

Under the general supervision of the Financial Aid Manager, the Financial Aid Advisor provides financial aid service to students on a district-wide basis. The Financial Aid Advisor is responsible for verifying student federal aid eligibility, processing of student aid, and advising students on all aspects of financial aid. This position also serves as the School Certifying Official for Veteran's education benefits and is responsible for being a liaison to military connected students, certifying enrollment, and maintaining compliance with Federal regulations. The Financial Aid Advisor facilitates problem solving with students, parents, and colleagues while providing exceptional service to students.

Qualified candidates possess a minimum of an Associate's Degree and 2 years of office or customer service experience, or in an educational environment.

The ideal candidate possesses a minimum of a Bachelor's Degree, 1 year of progressively responsible financial aid work experience, and experience using higher education student information systems. Extensive knowledge of Nicolet programs, services, and policies; Veteran education benefits, and Title IV Federal financial aid regulations is also preferred.

Nicolet College is a comprehensive two-year college located on the shores of Lake Julia in Wisconsin's beautiful Northwoods region. We are an employer of choice and offer exceptional benefits, not to mention our quality of place. For complete details, visit: [nicoletcollege.edu/Employment](http://nicoletcollege.edu/Employment), and **apply by Monday, November 13, 2023.**

*Nicolet Area Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities.*