



## POSITION NOTICE 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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### **Position Summary:**

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.

### **Primary Duties and Responsibilities:** *(List is not all-inclusive; other duties may be assigned.)*

#### Financial Aid Administration

- Administer, process, and award student financial aid programs, including Title IV federal aid, veteran's benefits, scholarships and agency funding.
- Evaluate students' financial needs, determine and distribute aid awards, complete necessary required aid documentation, verify applications, authorize financial aid packages and student notification.
- Monitor and calculate federally required Return of Title IV Funds (R2T4).
- Prepare reports, reconciliations, and provide information on all financial aid programs required for annual audit.

#### School Certifying Official for Veteran Education Benefits

- Administer Federal and State Department of Veteran Affairs (DVA) benefits by determining eligibility, certifying enrollment, reporting changes, and reconciling funds disbursed.
- Advise military-connected students regarding the benefit programs available as well as eligible post-secondary programs and maintaining eligibility.
- Comply with Federal and State regulations in facilitating education benefits. Report appropriate changes to State Approving Agency and Education Liaison Representative. Participate in annual catalog review and compliance surveys.
- Complete required annual training hours. Monitor and calculate Standards of Academic Progress (SAP)

**Service Excellence**

- Ensure an exceptional user experience by providing comprehensive guidance/advising/recommendations to diverse students and prospective students regarding financial aid processes, maintaining financial aid eligibility, providing information on additional funding sources, and timely processing of financial aid funds.
- Collaborate with other areas of the college, high school counselors, and other key stakeholders.
- Conduct student aid information presentations for prospective and current students both on and off campus. Assist college staff with recruitment and enrollment events.
- Maintain currency in the field through professional development, training, and conferences.

**Knowledge, Skills, and Abilities**

- Ability to communicate effectively with people of diverse backgrounds and maintain positive working relationships across the college and district.
- Ability to exercise good judgment, courtesy, and tact in receiving all callers via telephone, correspondence, or in person, making proper disposition of questions, concerns, and/or problems.
- Ability to work independently, proactively, and be self-directed and self-motivated.
- Ability to work with safe keeping of confidential information and records.
- Ability to analyze information, evaluate results, and solve problems.
- Ability to work in a team environment.
- Ability to maintain accurate files and reports. Software knowledge in PowerFacts, PowerCampus, Enrollment Manager, Microsoft Office, and other tools.
- Knowledge of office practices and procedures, financial aid requirements and procedures, federal and state laws, rules, and regulations affecting financial aid and special needs of the students.
- Knowledge of federal and state veteran programs.
- Ability to prioritize, multi-task, and be organized with strong attention to detail.

**Required Qualifications:**

- Minimum of an Associate's Degree.
- Two years of office **or** customer service experience, or in an educational environment.

**Preferred Qualifications:**

- Minimum of a Bachelor's Degree.
- One year of progressively responsible financial aid work experience.
- Experience using higher education student information systems.
- Extensive knowledge of Nicolet programs, services, and policies.
- Knowledge of Veteran education benefits.
- Knowledge of Title IV Federal financial aid regulations.

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must demonstrate strong attention to detail and must be able to perform complex tasks without error.
- While performing the duties of this job, the employee will be exposed to normal office conditions and usual office equipment such as telephone, personal computer, printers/copiers, reports, and files.
- The employee will be constantly required to sit, talk, hear, and type/write.

- The employee will be frequently required to stand, walk, touch/handle/grasp (using hands and fingers), and reach with hands and arms.
- The employee must occasionally bend or squat and lift and/or push up to 25 pounds of general office items.
- Specific vision abilities required by this job include close, far, and field of vision.
- This position requires regular and punctual employee presence.

**Compensation:**

The typical starting range is \$48,900 to \$70,929 per year, commensurate with qualifications. Includes a comprehensive benefits package.

**Application Procedure:**

Apply at [nicoletcollege.edu/employment](http://nicoletcollege.edu/employment). Attach a cover letter, current resume, and unofficial college transcripts. Note: Candidates must address their lived or significant work experience in their cover letter to support their qualifications. Applications received by **4 p.m. Monday, November 13, 2023**, will receive full consideration. The position will remain open until filled.

*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.*