



Concordia
UNIVERSITY • SAINT PAUL

275 Syndicate Street North
St. Paul, MN 55104-5494
651-641-8846 or fax 651-641-8782

Date of Notice: October 27, 2009

**Announcing the Availability
of the Following Position:**

Financial Aid Specialist

In the Department of

Financial Aid

Position Responsibilities: Serves in the BEAR Center as a specialist in meeting the needs of the Concordia Community relative to financial aid. The Financial Aid Specialist provides the initial counseling of new and returning students on the financial aid process and obtaining funds. In addition, the Financial Aid Specialist facilitates the workflow of the Financial Aid Office. The Specialist is expected to become a generalist in the areas of awarding, loans, work study, and endowments and will assist as needed in the areas of the BEAR Center.

Qualifications:

- Commitment to the [mission and values](#) of a Lutheran University
- Bachelor's Degree preferred
- Experience in one or more areas of student business-related services desired
- Computer literacy, with experience using MS Office and Banner desired
- Demonstrated ability to manage records and administrative details
- Ability to work independently and prioritize, as well as work within a team environment
- Sensitivity to race, class, age, gender, culture, economic and special needs of students
- Critical listening skills
- Exceptional interpersonal, oral and written communication skills
- Availability to work occasional evening or weekend hours when necessary
- Ability to work in an energized environment focusing on service to all students

Additional Information:

Classification Level: **Non-exempt**
Full Time Equivalent: **100%**
Salary Range: **Negotiable**
Application Deadline: **November 10, 2009**

Please send a letter of interest and a current resume to:

Via e-mail (preferred): humanresources@csp.edu

Via postal mail: **Human Resources
Concordia University
275 Syndicate Street North
St. Paul, MN 55104-5494**

Via facsimile: **651-641-8782**

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or learn more about Concordia University-St. Paul at <http://www.csp.edu/>