

## Apollos University is Hiring an Experienced Financial Aid Advisor

For Information Contact: Dr. Paul Eidson, [dreidson@apollos.edu](mailto:dreidson@apollos.edu) or 406-799-1515

Apollos University is looking to hire an individual to assist the Admissions Department by advising prospective students about the completion of the financial aid process so that the school can request disbursement of their funds; to collect non-Title IV funds on an as-scheduled basis, and to advise continuing students including those preparing for externship or graduation about options to address their account balances before they leave school.

### Primary Duties and Responsibilities

- Demonstrates knowledge of, and carefully follows all applicable federal and state compliance requirements and regulations including those prescribed by the Department of Education, accrediting agencies and internal Apollos University policies and procedures.
- Coordinates communications to students and sends emails where appropriate.
- Follows up on FAFSA and missing document renewals for continuing students.
- Works on externship and graduation clearance process so students do not leave school with a balance.
- Checks NSLDS to review student default status, overpayments, and total aggregate loan limit.
- Answers inquiries regarding financial aid and student account issues via phone and email.
- Responsible for reducing Average Accounts Receivables for assigned student population, and be proactive about reaching out to students and assisting them finding alternatives for reducing their AR.
- Effectively communicates compliance requirements to students and other staff as appropriate and quickly escalates any compliance concerns to the Compliance department.
- Other duties as assigned.

### Knowledge, Skills & Abilities

- Mandatory: Working knowledge of Title IV Regulations.
- Excellent customer service skills along with written and verbal communication skills required.
- Ability to work in a proactive student finance environment.
- Must be computer and internet literate.

### Education/Experience

- Mandatory: Previous Financial Aid experience
- Bachelor degree or equivalent experience.

Job Type: Part-time can turn into Full-time

Pay: \$15.00 to \$17.00 per hour based upon experience.

### Benefits:

- 401(k)
- 401(k) matching
- Paid time off
- Educational benefits: Free education while employed with Apollos

Work Location: Great Falls, Montana – Can work remote