

**FINANCIAL AID COORDINATOR**

**POSITION DESCRIPTION**

Chicago Theological Seminary, a seminary affiliated with the United Church of Christ, serves Christ and the churches and the wider faith community by preparing women and men in the understandings and skills needed for religious leadership and ministry to individuals, churches and society.

The seminary seeks to hire a **Financial Aid Coordinator**. This position’s primary responsibility is managing the Chicago Theological Seminary’s financial aid program which includes scholarships, the federal student loan program and federal work study. This includes playing a key role in developing strategies and counseling current and prospective students regarding financial aid, retention and persistence. This position acts as the Primary Designated School Official for international students.

**Position Reports to:** Dean of Students.

**Essential Job Functions**

1. Work with and advise current and prospective students on the Federal Student Loan program, internally and externally funded scholarship opportunities.
2. Create, process and award all Federal Student Loans.
3. Serve as Primary Designated School Official for international students. Serve as liaison among the Department of Homeland Security, international students, and other designated school officials (Dean, Registrar, Assistant Dean).
4. Work with the Admissions and Financial Aid Committee and the Finance and Administration Office to coordinate the institutional Merit and Need Based Scholarship Program to best serve our students.
5. Develop needed policies and procedures to ensure compliance and monitor compliance with federal regulations. Provide clarity to students, staff and faculty.
6. Work with the Finance and Administration Office and the external auditors in the conduct of the annual financial aid audit.
7. Annually report merit scholarship recipients to the Advancement Office for stewardship.
8. Coordinate the Federal Work Study Program with the Finance and Administration Office.
9. Participate and provide expertise in the institutional dialogue about the future development of financial aid resources at CTS.
10. Provide regular reports on the seminary’s retention and financial aid program to Leadership and Board of Trustees.
11. Carry out periodic educational programs for students on financial literacy.

**Additional Responsibilities Include**

1. Develop strategies and programs with the Dean of Students, Registrar, and Academic Dean to encourage student persistence and completion, beginning at the point of matriculation, including strategies for students pursuing their degree primarily or completely online.
2. Work closely with the Admissions, Registrar, Community Life, and Dean’s offices to counsel current and potential students about strategies for success in graduate theological education.
3. Provide expertise in the institutional dialogue regarding enrollment management and retention at CTS.

**Requirements**

1. Bachelor’s degree required.
2. Experience with graduate theological education preferred, whether as a student or through prior work experience.
3. A proactive self-starter with the ability to manage deadlines and work with minimal supervision on multiple concurrent tasks is a must.
4. Prior experience working with financial aid and the Department of Education preferred
5. *Must be in good standing with Title IV loans to allow access to the National Student Loan Data System (NSLDS).*
6. Excellent written and verbal communication skills
7. Strong financial literacy
8. Savvy with Microsoft Word and Excel spreadsheets
9. Strong analytical skills to create, analyze and interpret reports.
10. Customer service skills and the ability to interact with both internal and external entities, e.g. current and prospective students, seminary staff and faculty, trustees and Department of Education personnel
11. Ability to work with a team, across multiple offices.
12. Commitment to seminary education and the mission and values of Chicago Theological Seminary

NOTE: This position description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

Chicago Theological Seminary is an equal opportunity employer. It is the policy of Chicago Theological Seminary that all applicants receive equal consideration for employment without regard to race, color, religion, sex or national origin.

**To Apply** – Please send a cover letter and resume to hr@ctschicago.edu