Financial Aid Counselor

Wofford College is a place where thought leads, where ideas are celebrated and problem-solving is expected. Wofford invites applicants who are focused on student success and excited to join a community committed to preparing thought leaders.

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. A Phi Beta Kappa college (chartered in 1940), Wofford offers 27 major fields of study to a student body of 1,775 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful and supportive graduates, Wofford is recognized consistently as a “best value” and for accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 20 NCAA Division I athletics teams.

Wofford College invites applications for a Financial Aid Counselor. Reporting to and working directly for the Director of Financial Aid, the Financial Aid Counselor interacts with prospective students, current students and families to navigate the financial aid process each year from application to awarding to counseling. The Financial Aid Counselor works directly with the Director of Financial Aid to provide support with office operations, policy and procedure development, preparing reports, attending meetings, seminars, conferences and other duties assigned by the Director.

The Financial Aid Counselor is a full-time position located on campus. Office hours are 8:30 a.m. to 5 p.m., Monday through Friday.

RESPONSIBILITIES

- Counsels students and parents regarding the financial aid process.
- Provides applicants and current students with information about aid sources, assists applicants by reviewing applications and other required documents for completeness and accuracy and communicates to applicants the items required to complete the file.
- Performs verification of all title IV financial aid recipients selected for verification by the Central Processing System and/or the institution. Resolves any issues related to eligibility.
- Responsible for processing and follow-up with students and parents on items needed and/or incomplete including award notification to students (letter and email).
- Responsible for the receipt, awarding and reconciliation of all student outside scholarships.
- Serves as the contact for all United Methodist Higher Education Foundation and General Board of Higher Education and Ministry of the United Methodist Church.
- Responsible for the coordination of the annual S.C. Tuition Grant letter writing campaign to the state legislature.
- Responsible for Wofford’s participation in the annual South Carolina Independent Colleges and Universities Day at the South Carolina Statehouse.
- Attends state and regional conferences and other training opportunities.
- Special projects and support work as assigned by the director.
- Completes other duties as assigned.
QUALIFICATIONS AND EXPERIENCE

• Knowledge of federal and South Carolina financial aid programs required.
• Excellent customer service and telephone skills required.
• Computer proficiency required.
• Must have good attention to detail.
• Willingness to travel for professional development opportunities.
• Ability to work flexible hours, as needed.
• Ability to work in a cooperative team spirit.
• Openness to work with all Wofford administrative and academic departments.
• Ability to perform multiple tasks.
• Ability to exercise good judgment and handle confidential information in a discrete and professional manner.

The ideal candidate will have a minimum of five years of financial aid experience. A bachelor’s degree is required.

The Financial Aid Counselor works independently under general supervision and must possess excellent communication (writing, editing, speaking and listening) skills to effectively carry out the key responsibilities of this position.

APPLICATION PROCESS

Resumes should be submitted to FinancialAidCounselor@wofford.edu with the subject line Financial Aid Counselor.

EEO STATEMENT

Wofford College values diversity within our students, faculty and staff and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and local laws. For information about Wofford’s Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.