



Financial Aid Coordinator

Franklin College has a full-time opening in the Office of Enrollment for a Financial Aid Coordinator. Reporting directly to the Director of Financial Aid, the Financial Aid Coordinator will have primary responsibility providing administrative support to the Office of Financial Aid and budgetary support to the offices within the Enrollment Division.

RESPONSIBILITIES:

- Process all financial aid paperwork and archive for annual audits;
- Assists with answering financial aid related emails and phone calls;
- Assists with office budgets and processing payment invoices for Admissions, Financial Aid and Marketing;
- Provide general education to students and parents in understanding the FAFSA process, providing standard loan application process and repayment plans in person, virtually, by phone, and email;
- Communicate general information about other forms of aid, such as institutional grants and scholarships;
- Assists at recruitment, retention, and community events;
- Assists with collection of financial aid application documents and seek eligibility status for federal, state, and institutional programs;
- Assists with the operations process, including award updates and loan adjustments;
- Assists with maintaining relevant reports using PFAIDS, Microsoft Access, Microsoft Excel, to ensure timely processing of awards, disbursements, and refunds;
- Assists students in finalizing student loan applications and provide standard loan advisement related to repayment;
- Other duties as assigned by Director.

MINIMUM QUALIFICATIONS

- Requires a minimum of a High School diploma or GED from an accredited institution with one to two (1-2) years of experience in an office or administrative position;
- Proficiency with Microsoft Office Suite.

DESIRABLE QUALIFICATIONS

- Bachelor's degree, preferred;
- Financial aid experience or experience working with state/federal regulations, preferred.

Excellent benefits package including: health, life and disability insurance, paid vacation, paid sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Interested candidates



should submit a complete application including cover letter, resume and three professional references.
– **Click [here](#) to apply** or visit employment opportunities at www.FranklinCollege.edu.

Contact Human Resources with additional questions.

Franklin College
101 Branigin Boulevard
Franklin, IN 46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.