



Wingate University **Position Description**

Position Title: Financial Aid Counselor: First Year/Transfer Students

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

FLSA Classification: Exempt, 12 months

Job Summary:

The primary responsibility of the Counselor is the coordination, awarding, processing and reporting for Federal Title IV and state student aid programs. The Financial Aid Counselor is a position reporting directly to the Director of Student Financial Planning.

Primary Duties and Responsibilities:

- Assist students and parents in the financial aid process, providing counseling options for financing education.
- Calculating financial aid award packages for all Freshman/Transfer students, including making award package revisions due to the receipt of outside aid.
- Assist with phone calls and emails from incoming students and their parents.
- Assist in the awarding and balancing of endowed scholarships.
- Provide funding options to students/ parents, to include student, parents and private loans.
- Other duties as assigned as a member of the Financial Planning Team.

Minimum Requirements:

Bachelor's degree required and one year of experience working in Financial Aid and knowledge of federal and state financial regulation is strongly preferred. Must be able to read, understand, apply, and explain federal and institutional policies and regulations, excellent interpersonal skills, and demonstrate a commitment to developing connections with and providing superb customer service to the Wingate community, able to manage multiple tasks and work in a fast-paced and deadline-oriented environment, while maintaining accuracy and attention to detail and experience with

Ellucian's PowerFairs is preferred. Desire to work in a student-centered and team-oriented creative environment and available for work on limited evenings as needed.

Please send a letter of interest, resume, and contact information of three professional references to careers@wingate.edu.

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.