



## Wingate University Open Position Description Financial Planning Counselor

**Position Title:** Financial Planning Counselor

**Position Location:** Wingate Main Campus

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](http://www.wingate.edu).

**Position Summary:** The Financial Planning Counselor provides financial aid knowledge to students and families for federal, state, and institutional programs in accordance with all applicable rules and regulations, while providing superb customer service. The Financial Planning Counselor position reports to the Director of Student Financial Planning and will have a high level of contact with students and families from diverse backgrounds. This is a full-time, non-exempt position.

### **Duties and Responsibilities:**

- Counsel students and parents on the financial aid application process.
- Advise students and parents on eligibility requirements for federal, state, and institutional aid.
- Ensure compliance with all financial aid policies, procedures, and regulations.
- Adhere to a superior level of customer service.
- Monitor and track financial aid files and paperwork.
- Support all day to day operations of the Financial Planning Office.
- Use the institution's multiple computer software platforms to ensure an easy flow of data.
- Assist with projects as needed.
- Work on limited evenings as needed.

### **Qualifications and Experience:**

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

To apply submit the following to Human Resources at [careers@wingate.edu](mailto:careers@wingate.edu).

- 1) Letter of interest, 2) resume, and 3) contact information for 3 references

*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 and its amendments. 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.*