

COLLEGE UNBOUND

Title: Financial Aid Counselor
Reports to: Director of Financial Aid
Department: Finance
Location: Providence, RI, Full-time - open to Part-time, Hybrid
Pay Range: \$55,000.00 to \$60,000.00 (based on experience and qualifications)

Organizational Overview: College Unbound (CU) is an accredited and state-approved college whose mission is to reinvent the higher education experience for underrepresented returning adult learners. Through rigorous and engaged scholarship, College Unbound integrates students' own purposes for learning with the needs of their workplaces and communities, improving the lives of the students and the lives of those they touch. Started in RI, College Unbound now supports students across multiple states and looks to continue to develop an infrastructure to support this developing model.

Position Summary: The Financial Aid Counselor assists students to realize their dreams of obtaining a college degree by providing them with accurate information and guidance in applying for federal financial aid, with an understanding of all the stress and anxiety associated with the completion of financial aid forms. The Financial Aid Counselor also ensures financial aid is distributed in compliance with federal rules and regulations. The candidate will work with all College Unbound students, with a particular focus on those who live outside the Eastern time zone. This role is posted as full-time, but we are open to reviewing qualified candidates who can only work part-time.

Primary Duties and Responsibilities:

- Conduct outreach to prospective students when they apply to CU.
- Offer services in guiding students through the financial aid process, FSA ID, and completing the FAFSA form.
- Counsel students on their financial aid packages with a focus on grants/scholarships versus loan borrowing and how to accept/decline/receive their aid.
- Assist students with MPN and Entrance Counseling.
- Assist students with applying for third-party grants and scholarships.
- Work with Student Accounts to calculate credit balance refund checks, if applicable.
- Work with students who are ineligible for Title IV in hopes of rehabilitating their eligibility.
- Serve as the primary point of contact for a cohort of students, with special attention to those who reside outside the Eastern time zone.

- Collaborate with the team on special projects, including audits, application file completion, compliance, and data management.
- Performs other duties as needed or assigned

Required Qualifications:

- Bachelor's Degree
- Prior experience in accounting or financial services is highly desirable, demonstrating strong numerical skills and attention to detail.
- Familiarity with education administration systems.
- Experience with loan processing procedures and understanding of federal student aid programs is a plus.
- Strong communication skills are essential for engaging with diverse student populations effectively.
- Basic math proficiency is required to analyze financial documents accurately and develop appropriate aid packages.
- Previous work in a higher education environment or within a role involving education administration will support success in this position.

Preferred Qualifications:

- Bilingual
- Master's degree in a related field

Application Instructions:

Applicants should submit a cover letter and resume to jobapplications@collegeunbound.edu with “**Financial Aid Counselor**” in the subject line or apply directly on these sites, [Indeed](#) and [Idealist](#). Review of applications will begin immediately.