

**Position Title:** Financial Aid Advisor, College of Veterinary Medicine

**Department:** Dean of the College of Veterinary Medicine

**Position Type:** Staff

**Job ID:** 53800

**Job Description:**

The **College of Veterinary Medicine** at MU is on a mission to inclusively educate and train outstanding clinicians and scientists from diverse backgrounds, generate new knowledge, engage stakeholders, and foster economic growth, all of which promote and protect the health and welfare of animals and people. *Simply put, our mission is to Teach, Heal, Discover and Serve.*

The **Financial Aid Advisor** plays an important role in the overall success of our DVM students. A key member of the student services and success team under the Associate Dean for Student and Academic Affairs, this position is responsible for providing financial aid services to students including reviewing, analyzing, evaluating, and processing data to determine eligibility for aid. This position also provides financial literacy information to students and oversees scholarship applications and awards. Additionally, this position is responsible for the creation and analysis of complex reports, serves as the financial aid liaison between the college and the campus and ensures compliance in the financial aid space.

Typical responsibilities for the position include:

- Advise students, both current and prospective, as well as families on all aspects related to financial aid including, but limited to, loans, grants, scholarships, private funding, third party payments, billing, residency, budgeting, FAFSA completion, cost of attendance, and verification.
- Generate complex reports and process complex data with high attention to detail. Ensure reporting and processing meets federal, state, and institutional compliance requirements including, but not limited to, changes in student budgets, enrollment, residency status, FAFSA data and verification, MyZou checklist items, loans, and scholarships.
- Manage scholarship system for CVM students. Oversee scholarship processing through scholarship system management, application process, data collection, surveying and reporting.
- Develop and present in-person and virtual financial literacy presentations, disseminate financial literacy content and create financial aid newsletters with helpful tips, deadline reminders, and aid opportunities.
- Collaborate with MU Student Financial Aid Office to plan, organize, and coordinate aid packages, cost of attendance figures, and student communications.
- Manages and develop policies and procedures for CVM Financial Aid including processes for Satisfactory Academic Progress (SAP), student budgets, and external funding regulations and reporting.
- Manage the CVM Satisfactory Academic Process committee, training of committee members, processing of appeals, and reviews for students on SAP probation.
- Remain current on emergency trends and best practices in the financial aid space through professional development, networking, and external training opportunities.
- Other duties as assigned.

**Shift**

Typical hours are Monday through Friday: 8a to 5p.

**Minimum Qualifications**

A Bachelor's degree or an equivalent combination of education and experience and at least 2 years of experience from which comparable knowledge and skills can be acquired is necessary.

**Preferred Qualifications**

At least 2 years previous experience in financial aid. Strong technology skills are preferred; particularly prior experience with myZou, WebApps, MU Connect, or federal financial aid websites and other financial aid industry specific software platforms.

The individual in this position must have exceptional interpersonal skills, diplomacy to handle sensitive financial situations, empathy, strong presentation skills, discretion to manage private information, ethics to follow both regulations and policy and ability to cooperate closely within their work group and across the Student Financial Aid campus team.

**Anticipated Hiring Range**

Salary range: \$18.50 to \$24.50

GGG Grade: 008

University Title: *Senior Student Support Specialist*

Internal applicants can determine their university title by accessing the Talent Profile tile in myHR.

**Benefit Eligibility**

This position is eligible for University benefits. As part of your total compensation, the University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, short- and long-term disability, paid parental leave, paid caregiver leave, and educational fee discounts for all four UM System campuses. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <https://www.umsystem.edu/totalrewards/benefits>.

**Values Commitment**

We value the uniqueness of every individual and strive to ensure each person's success. Contributions from individuals with diverse backgrounds, experiences and perspectives promote intellectual pluralism and enable us to achieve the excellence that we seek in learning, research and engagement. This commitment makes our university a better place to work, learn and innovate.

In your application materials, please discuss your experiences and expertise that support these values and enrich our missions of teaching, research, and engagement.

**Equal Employment Opportunity**

The University of Missouri System is an Equal Opportunity Employer. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, or protected veteran status, or any other status protected by applicable state or federal law. This policy applies to all employment decisions including, but not limited to, recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions and terminations. For more information, visit <https://www.umsystem.edu/ums/hr/eoo> or call the Director of Employee and Labor Relations at 573-882-2146.

To request ADA accommodations, please call the Director of Accessibility and ADA at 573-884-7278.