

Financial Aid Advisor

The chief objective of this position is to provide financial aid counseling and packaging for students and parents regarding all aspects of the financial aid process.

Duties and responsibilities:

- Processing financial aid awards according to federal, state, and institutional regulations
- Interpret and implement federal and state regulations and guidelines
- Advise parents and students in person and by phone
- Assist parents and students with the completion of required forms
- Understand and maintain current knowledge of all financial aid programs. Also, act as a resource person for support staff.
- Work with individual student files to perform verification and recalculation of financial need when necessary
- Identify errors on ISIR's/SAR's and assist the student in the correction process
- Monitor student satisfactory academic progress
- Ensure student awards do not exceed the total cost of attendance
- Assist with entrance and exit counseling session
- Perform other duties as assigned

Qualifications:

- High School graduate, but Bachelor's Degree preferred
- Preference will be given to those who have previously worked in a Financial Aid Office, and or Higher Education Finance

How to Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either in person, via email at HROffice@hamptonu.edu or fax to (757) 727.5969.

Office of Human Resources
Hampton University
Hampton, VA 23668

*****No phone calls***

*****Incomplete applications will not be considered***