

CATHOLIC THEOLOGICAL UNION
Employee Position Description

Position: Admissions and Financial Aid Coordinator
Supervisor: Director of Enrollment Management
Hiring Administrator: VP for Institutional Advancement
Category: Administrative
Date: June 2021

General Summary

1. A primary task is responding to prospective student inquiries, recruiting, and assisting prospective students through the admission and financial aid application process.
2. Coordinates enrollment management functions including admissions, financial aid, recruitment, Title IV compliancy and reporting.
3. The Admissions and Financial Aid Coordinator is an integral member of the Enrollment Management team and provides data and insights for decision-support in the admissions, financial aid application and awarding process to the Director.
4. Utilizes and helps maintain data in the school's CRM, Student Information System, Title IV system, and digital mobile platform. The role includes data entry, querying information, building reports, and running analytical reports.
5. Interacts with prospective, admitted and enrolled students, maintaining their scholarship and loan process and interfaces routinely with the Degree Program Directors, Business Office, Development, Marketing and Scholarship Program Directors.
6. The Admissions and Financial Aid Coordinator also manages standard clerical tasks and processes (e.g., ordering office supplies, sending out prospective student correspondence, etc.).

Essential Duties and Responsibilities

Interacts with prospective students by email, phone, and in-person visits to capture prospective student information, relay correspondence, register students for open houses, help set-up campus visits, and answer Collaborates with Admissions team in supporting prospective students through the recruitment, discernment and application process.

- Coordinates the CTU scholarship application, review, and award notification processes.
- Receives and processes financial aid applications.
- Follows-up with students regarding incomplete and/or changing financial aid profile.
- Prepares items for scholarship committee review.
- Develops and maintains spreadsheet tracking scholarship funds.
- Notifies students of awards, as determined by the Scholarship Committee, processes award letters and renewal notices.
- Enters student financial aid status into National Student Loan Database (NSLDS) (e.g., continuing students, graduating students, etc.), in coordination with internal departments.
- Educates students in Federal Financial Aid application process and serve as appointed CTU staff person in communication with third party processors.

- Provides updates as needed to Business/Finance and Development.
- Maintains record of student volunteer service hours and tasks as required by scholarship agreement.
- Other duties as assigned.

Knowledge, Skills and Abilities Required

- Higher education or ministry experience preferred, minimum of a B.A.
- We encourage applicants of diverse backgrounds which is reflective of CTU's institutional commitment to anti-racism and inclusivity.
- Non-profit or business administrative experience in a fast-paced selling or advocacy environment would be considered.
- Ability to effectively collaborate and communicate with prospective and current students, faculty advisors and program directors. Strong listening and judgement skills are essential.
- Can work with a spirit of welcome and hospitality.
- Advanced skills in Excel as well as Microsoft applications and Google suite. Knowledge of data base principles.
- Exceptional organizational skills and attention to detail.
- Excellent oral and written communication skills.
- Dependable, punctual, and responsible.
- Ability to multi-task, coordinate and manage various projects at once in fast-paced setting.
- Good time management and judgment, ability to prioritize.
- Ability to manage and deal with conflict professionally.