



**OPEN UNTIL FILLED**

**Financial Aid Counselor**

Antioch University Seattle (AUS) offers an outstanding opportunity for a full-time Financial Aid Counselor.

The Seattle campus is one of Antioch's five locations and is situated north of the Belltown neighborhood. Antioch University, founded in 1852, is known for innovations in education such as a commitment to transformative learning and applied knowledge, multiculturalism, and socially engaged citizenship.

**Purpose**

The Financial Aid Counselor provides administrative and technical support to the Financial Aid Officer and within the Financial Aid Office. The individual in this role is key to the process of providing for the effective and accurate administration of financial aid funds, coordinates the work-study program, provides financial aid advice and counseling, awards financial aid, and certifies student loans on behalf of the institution in order to assist in assuring the integrity and quality of student financial aid services.

**Applicants must meet the following qualifications:**

- Bachelor's degree required.
- Minimum of 2-4 years financial aid office experience required.
- Word processing and database skills required.
- Demonstrated proficiency in bookkeeping and mathematics.
- Public relations skills required.
- Demonstrated research, analytic, and organizational skills.

*Equivalent education/experience may substitute for minimum qualifications except when there are legal requirements, such as a license/certification/registration.*

Antioch University is an Affirmative Action/Equal Opportunity Employer. It is the policy of the University not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, and veteran status.

**APPLICATION PROCESS**

**Complete and submit the following documents:**

- Cover Letter
- Resume
- Application for Employment
- Applicant Data Form

**Choose one option for submitting your documents:**

E-mail: [AUSHR@antiochseattle.edu](mailto:AUSHR@antiochseattle.edu), Fax: 206-441-3307, OR Mail: Financial Aid Counselor Search c/o Human Resources, 2326 6<sup>th</sup> Avenue, Seattle, WA 98121

The final hiring process involves employment reference checks and a background check.

For accommodations to complete the application process, and/or if selected for an interview, please contact the Human Resources Department at 206-268-4022. TTY: 206-728-5745