Position Title: Temporary Financial Aid Counselor
Temporary leave replacement hire with potential to transition to on-going position within the Department
40 hours per week
Anticipated to Begin mid-March and extend for approximately 4 months.

Reports To: Director of Student Financial Services

Duties
The temporary employee will assist in the operations of the Office of Student Financial Services with specific responsibilities in financial aid. Specific responsibilities will include a variety of detail-oriented tasks as assigned by the Director of Student Financial Services.

Education/Experience:
- Bachelor’s degree required
- Work experience in a business office environment
- Experience in financial aid office highly desired.

Qualifications:
- Knowledge of computer systems, including Microsoft Office Suite.
- Ability to quickly learn new computer software and systems.
- Excellent communication and interpersonal skills
- Good organizational skills
- Aptitude for working accurately with quantitative data
- Basic knowledge of bookkeeping and simple accounting procedures

Physical Requirements:
- Must be able to climb stairs and drive a vehicle
- Within the normal bounds of an office environment

To apply please submit a cover letter, resume, three references, and statement of Christian commitment to:

Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu

(Application materials preferred via email)