

July 27, 2017

# VACANCY ANNOUNCEMENT

## FINANCIAL AID ADVISOR

PR # 17-35

Brescia University has an immediate opening for a Financial Aid Counselor. The Counselor is primarily responsible for packaging financial aid for returning students and incoming freshman. Position entails over-seeing all estimated financial aid information and correspondences, assisting with filing the FAFSA, packaging and disbursing all aid. Some weekend and evening hours are required.

The position requires basic computer skills, strong customer, oral and written communication skills and ability to work independently with minimal supervision. Bachelor's degree preferred, Associate's degree required with proof of working towards a Bachelor's degree. Two (2) years of financial aid office experience is preferred. Interested applicants may submit cover letter, resume, names and contact information for three (3) references to [Tammy.Keller@Brescia.edu](mailto:Tammy.Keller@Brescia.edu) or mail to:

**Brescia University**  
**PR # 17-35**  
**717 Frederica Street**  
**Owensboro, KY 42301**

**Position open until filled**

**BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER**