

December 14, 2022

## **FINANCIAL AID COUNSELOR**

**PR # 22-45**

Brescia University has an opening for a Financial Aid Counselor. The Financial Aid Counselor is primarily responsible for counseling incoming and current students and their families regarding Federal, State, and Institutional financial aid. Additional duties include assisting the Director with awarding incoming and current students, assisting with reporting to Federal and State agencies, and assisting with semester and yearly balancing of funds. 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 in a stressful environment with minimal supervision. Bachelor's degree required and two (2) years of financial aid office experience preferred. Interested applicants may apply by submitting cover letter, resume, names and contact information for three (3) references to [HR@brescia.edu](mailto:HR@brescia.edu) or mail to:

**Brescia University  
PR # 22-45  
717 Frederica Street  
Owensboro, KY 42301**

**Position open until filled**

**BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER**