



Atlanta's John Marshall Law School has an exciting and challenging opportunity for an experienced Financial Aid professional. AJMLS is seeking to hire a Financial Aid Counselor on a full-time basis to provide the day-to-day counseling activities and aid processing for current and potential financial aid recipients.

The ideal candidate must have: a Bachelor's degree and a minimum of 3 to 5 years of financial aid counseling experience at a post-secondary institution; not be in DEFAULT on any federal Title IV aid; proficiency with MS Office suites; experience reviewing ISIR records for verification; experience with R2T4 calculations in COD; extensive knowledge of federal student aid regulations, policies and procedures and ability to apply them to daily workload; experience working with Department of Education's software (EdExpress, EdConnect, COD, NSLDS); some knowledge of Veteran's Educational Benefits. Patience, tolerance and professionalism in working in a diverse environment are essential. Strong written and verbal communication skills are also needed.

Some of the duties and responsibilities will include:

- Assisting Director of Financial Aid with the planning and implementation of all Financial Aid Programming for the Law School
- Counseling students on financial aid options and packaging financial aid according to federal, state and institutional guidelines
- Serving as a primary point of contact for current and prospective students
- Entering data and packaging financial aid awards in computerized student record system called CampusAnyware
- Conducting presentations to campus community groups and to newly admitted law students on financial aid programs available and the overall financial aid process at the law school
- Completing the verification process of selected students in various tracking groups (V4, V5, etc.) and clearing C-Flag issues (e.g. citizenship, TPD, unusual enrollment, etc.)
- Attending occasional Open Campus events hosted by Admissions and other departments at the law school
- Attending workshops and conferences (when required) which may require travel.
- Other duties and task as assigned by the Director of Financial Aid.

Atlanta's John Marshall Law School values a diverse workforce and inclusive culture. We are committed to providing equal opportunities without regard to race, color, religion, gender, sexual

orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status. We encourage applications from all qualified individuals. Applicants with disabilities who may need accommodations in the application process are welcome to contact Director Cynthia Davenport directly.

All interested candidates should submit their letter of interest, a current professional resume, and three professional references to:

Cynthia Davenport
Director of Human Resources
Atlanta's John Marshall Law School
245 Peachtree Center Ave., NE, Suite 1900
Atlanta, Georgia 30303
cdavenport@johnmarshall.edu

NO PHONE CALL PLEASE