

# Job Posting

## FINANCIAL AID & COMPLIANCE COORDINATOR EAST LANSING AVEDA INSTITUTE

THE DEADLINE TO TURN IN YOUR RESUME FOR THIS POSITION IS  
MONDAY, FEBRUARY 13<sup>TH</sup>

*The Financial Aid and Compliance Coordinator is responsible for the administering and processing of institutional, federal and state financial aid funds at the East Lansing Aveda Institute. The Financial Aid and Compliance Coordinator will be under the supervision of the Director of the East Lansing Aveda Institute.*

### RESPONSIBILITIES:

- Provide counseling and guidance to students completing FAFSA and all required loan paperwork
- Assemble, distribute, collect, analyze, review ISIRs as well as loan documents
- Determine student eligibility and package students accordingly
- Electronic processing of ISIRs, loan documents, NSLDS updates
- Tracking of financial aid funds
- Conduct all entrance and exit counseling for Financial Aid, as well as account and late payment counseling.
- Track student MPA's and submit changes/errors to corporate
- Maintain the student database
- Close out student financial aid files and send to corporate

### QUALIFICATIONS:

- Bachelor's degree preferred
- Ability to multi-task in a highly active environment
- Extremely detail oriented and organized
- Excellent verbal and written communication skills
- Customer-service oriented
- Self-starter and works well independently
- Must be able to work evenings and weekends as needed

IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION PLEASE SUBMIT A RESUME AND COVER LETTER TO  
JENNY PERZANOWSKI, HR COORDINATOR  
JOBS@DOUGLASJ.COM | 517.853.6967 | CORPORATE OFFICE 225