

Position Description

**Job Title:** Financial Aid Specialist  
**Department:** Financial Aid  
**Report to:** Director of Financial Aid  
**FLSA Status:** Salary  
**Updated:** September 4, 2026  
**Remote:** No

**Summary:** The Financial Aid Specialist, through faithful service to accomplish the mission of Kuyper College, is responsible for supporting the Director of Financial Aid in areas of advising students and their families through the financial aid process and ensuring compliance with federal, state and institutional regulations.

**Essential duties and responsibilities include but are not limited to:**

**Compliance:**

- Maintain default management tracking and correspondence
- Assist the Director with the completion of Federal, State, and Institutional reports as required by various agencies
- Partner with KuyperWorks Office to assign federal or institutional designation to students for payroll and reporting
- Other duties as assigned.

**Support:**

- Serve as financial aid counselor for both incoming and continuing students visiting the Financial Aid Office
- Assist Admissions Office during campus visit days or individual visits as requested
- Data entry and system integration tasks using the college's financial aid software and data management system
- Assist in processing preliminary and official student award offers for incoming and continuing students
- Monitor [financialaid@kuyper.edu](mailto:financialaid@kuyper.edu) email
- Assist in the creation of new ways to approach FAFSA completion and that of other external scholarships
- Assist the Director with the execution of activities required prior to the start of a new school year; modification and testing the Financial Aid Portal, updating all Financial Aid forms, ensuring placement on school's website and any other school systems as needed
- Participate in webinars and other training as necessary
- Other duties as assigned.

**Education and/or Experience:** Bachelor's degree; 1-2 years of experience in a business environment. Experience in financial aid is preferred, but training is available.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Organizational Skills:** excellent organizational skills to manage multiple tasks, timelines, and resources effectively.
- **Attention to Detail:** strong attention to detail to ensure that all aspects of an event or program are well-planned and executed.
- **Communication Skills:** strong verbal and written communication skills.
- **Problem-solving Skills:** the ability to anticipate potential issues and quickly address them as they arise.
- **Ability to work independently and as part of a team:** the ability to work as part of a team to collaborate with others
- **Customer Service Orientation:** the ability to provide excellent customer service to prospective students and their families by being responsive to inquiries, providing accurate information as scheduled, and offering support throughout the admissions process.
- **Networking Skills:** building and maintaining positive and productive relationships with internal and external partners.
- **Proficient with Technology:** familiarity and proficiency with project management tools, Microsoft Office, Google Suite, and an ability to quickly learn a Data Management System.

**Other Attributes:**

- Self-motivation
- High energy
- Ability to effectively interact and work with all people
- Ability and desire to understand Kuyper College
- Enthusiastic supporter of Christian higher education, ministry-focused Christian leadership, and the goals of Kuyper College

**Interested candidates, please apply at [HRapplications@kuyper.edu](mailto:HRapplications@kuyper.edu)**

**Please visit our website at [www.kuyper.edu](http://www.kuyper.edu)**

**THANK YOU FOR YOUR INTEREST IN KUYPER COLLEGE!**