



Esperanza College of Eastern University Career Opportunity

Student Services and Finance Representative

Esperanza College of Eastern University seeks a **Student Services and Finance Representative** who will provide student services including financial aid counseling, student accounts coordination, and more for current and prospective students.

Esperanza College is a partnership between Esperanza and Eastern University. The college is located in a primarily Latino community in eastern North Philadelphia, just south of US Route 1, the Roosevelt Boulevard. Esperanza College is a branch campus of Eastern University offering Associates and Bachelor programs in Business, Christian Youth Ministry, Community and Human Services, Criminal Justice, Digital Communication, Early Childhood Education, Health Sciences, Medical Assisting, Media & Technology, and more.

Position Responsibilities include:

1. Provide prospective and current students with information, resources, and guidance to assist with all matters and documentation requirements associated with financial aid including the regulations and requirements of the Free Application for Federal Student Aid (FAFSA) system.
2. Oversee financial aid and student account systems for Esperanza College in coordination with student account and financial aid staff at Eastern University.
3. Provide additional student services as needed.
4. Represent the college at meetings and sessions to individuals or groups of prospective students and/or their parents at schools, churches, community organizations and other individuals and organizations involved in the college selection process.
5. Provide additional administrative support to the College as directed.

The successful candidate will have:

- A personal understanding and affirmation of, and ability to operate in concert with, the Mission and Doctrinal statements of Eastern University are required.
- Knowledge of the financial aid system, including all the regulations and requirements of the Free Application of Federal Student Aid (FAFSA) system.
- Effective public presentation skills with a wide range of audiences (including high school students, parents, Latino community groups, churches, and other organizations with potential college students).
- Ability to provide good customer service that is culturally sensitive and spiritually centered to a diverse student body.

- Possess a high degree of computer literacy to include but not limited to Microsoft Office, G-suite, Excel spreadsheets, word processing, Access, PowerPoint, Internet, online financial aid resources, email, and customized educational databases.
- Bilingual (English/Spanish) ability and bicultural skills within an urban setting preferred.
- Be highly organized, focused, detail oriented, tech-savvy, be able to multi-task effectively, work in a fast-paced environment, and meet tight deadlines.
- An Associate's degree from an accredited college or university in Business, Finance, or a related field of study is required; Bachelor's or Master's degree is preferred.
- Must be willing to work day and evening shift at the Esperanza College campus in Philadelphia.

Esperanza College offers a comprehensive employee health & wellness benefits program. Our campus is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should email a resume along with salary requirements to: jobs@esperanza.us and please indicate **Student Services/Finance Representative** in the subject line.

For more information, check us out on the web at: esperanza.eastern.edu