

PHOENIX CHRISTIAN PREPARATORY SCHOOL

Financial Aid Counselor

Job Description

- Title:** Financial Aid Counselor
- Reports To / Evaluated by:** Chief Operating Officer
- General Responsibilities:** The mission of Phoenix Christian Preparatory School's Financial Aid office is to provide families with the tools and skills necessary to pay for private Christian education. The Financial Aid Counselor will provide family counseling and tuition aid opportunities for a wide breadth of funding alternatives.
- Education:** Bachelor's degree

Section 1 - Required Personal Qualities

1. Has received Jesus Christ as his/her personal Savior.
2. Believes that the Bible is God's Word and standard for faith and daily living.
3. Is a Christian role model in attitude, speech and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40)
4. Regularly attends a local, evangelical church, which has a Statement of Faith in harmony with the Phoenix Christian Statement of Faith.
5. Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
7. Has the spiritual maturity, ability, and personal qualities to "train up a child in the way he should go."
8. Recognizes the role of parents as holding primarily responsibility before God for their children's education and is prepared to assist them in that task.
9. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
10. Meets every day stress with emotional stability, objectivity, and optimism.
11. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that is in agreement with any applicable school policy.
12. Uses acceptable English in written and oral communication.
13. Respectfully submits and is loyal to constituted authority.
14. Notifies the supervisor/administrator of any policy he/she is unable to support.
15. Refuses to use or circulate confidential information inappropriately.
16. Places his/her ministry ahead of other jobs or volunteer activities.
17. Appreciates and understands the diversity of the Phoenix Christian community.

18. Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the general public.
19. Develops and maintains rapport with students, parents, and staff by treating others with friendliness dignity, and consideration.
20. Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
21. Seeks the counsel of the supervisor/administrator, colleagues, and parents while maintaining a teachable attitude.

Section 2 – Spiritual Development

1. Reflects the purpose of the school, which is to honor Christ in every class and in every activity.
2. Motivates students to accept God's gift of salvation and help them grow in their faith.
3. Leads students to a realization of their worth in Christ.
4. Integrates biblical principles and the Christian philosophy of education throughout the curriculum and activities.

PRIMARY RESPONSIBILITIES:

1. Counsel on all aspects of financial aid. This includes in-person meetings, phone, and email conversations.
2. Obtain and evaluate confidential information from the family in order to advise on eligibility for aid, aid in the application process, and private school financing options.
3. Provide accurate information regarding a wide range of topics relating to both student financial aid and student tuition accounts.
4. Assist with processing of state financial aid options and student tuition tax opportunity funds.
5. Assist with new and returning student awarding.
6. Present financial aid and financial literacy material to small and large groups. This may include New Student Orientations, outreach events, financial literacy events, early awareness events, etc.
7. Other duties as apparent or assigned by supervisor(s).

MINIMUM QUALIFICATIONS:

1. Be a committed follower of Jesus Christ and the teachings of the Holy Bible.
2. Bachelor's degree; preferably in finance, business, education or related field.
3. Strong communications skills, including ability to actively listen; professional written communication skills; public speaking skills.
4. Skilled at offering sound guidance to families in challenging situations. Able to explain and apply Phoenix Christian Preparatory School policies to a vast array of family financial situations.
5. Ability to work effectively and collaboratively in a diverse work environment.
6. Ability to be attentive to details, be accurate, be precise.
7. Ability to lead/teach and mentor others.
8. Ability to work effectively in a team environment; and work independently with little supervision.
9. Ability to reason/analyze; maintain confidentiality; and demonstrate patience, understanding.
10. Ability to show initiative; organize workflow; manage one or more projects; and handle frequent

interruptions.

11. Ability to solve complex problems involving student aid issues and processing anomalies.
12. Accountable for accuracy of work; demonstrates attention to detail and thoroughness.
13. Ability to take leadership roles on projects; demonstrates initiative, research solutions, adept problem solver.
14. Effective time management skills to ensure timely completion of projects and ability to effectively prioritize work.
15. Able to balance the need to perform job within both the context of ambiguity and regulation.

PREFERRED QUALIFICATIONS:

1. Previous experience preferred; examples include financial outreach and education, elementary, secondary or college access advocacy, education administration, education, counseling, banking or finance.
2. Preferred ability to speak bilingually: Spanish