



St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

Telephone 317-582-0120
Fax 317-219-0582
guerincatholic.org

Tuition and Financial Aid Specialist

St. Theodore Guerin High School, located in Noblesville, Indiana, is accepting applications for a full-time **Tuition and Financial Aid Specialist**.

Position Summary

The Tuition and Financial Aid Specialist supports the Director of Finance and Business Operations and has numerous responsibilities, which include, but are not limited to:

- Manages the complete FACTS student application and tuition/fee payment services.
- Manages all student aid applications.
- Manages all Indiana Choice Scholarships applications and state reporting.
- Utilizes Excel-based tools to process student/family financial aid.
- Meets with families on a regular basis, sometimes after hours.
- Attends all State of Indiana Choice Scholarship meetings.
- Tracks and applies all scholarships and discounts to individual students.
- Assists in reporting monthly the statement of financial position, statement of activities, and cash flow statement.

Qualifications

To be considered, candidates must:

- Have a strong attention to detail and have excellent organizational skills.
- Be able to honor and maintain confidentiality.
- Have excellent verbal, written, and communication skills.
- Possess respect and ability to uphold Catholic school teachings.
- Have knowledge of accounts payable.
- Have computer literacy that includes keyboarding ability and proficiency with word processing, spreadsheets, and presentations. FACTS Tuition Management and/or Financial Edge experience preferred.
- Have strong interpersonal/customer service skills; ability to communicate effectively with others; demonstrated collaborative skills.
- Have adeptness with multitasking and be able to prioritize work in a fast-paced setting.
- Be willing to take on new projects and be flexible.
- Be able to work independently, use initiative, and make substantive decisions quickly.
- Have the ability to develop knowledge of, respect for, and skills to engage people from different backgrounds.

Application Procedure

Interested and qualified candidates are asked to submit a letter of interest, résumé and a diocesan application. All documents should be emailed to: apply@guerincatholic.org.

Applications will be accepted until the position is filled.