



St. Theodore Guerin High School
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Noblesville, Indiana 46062

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Tuition and Financial Aid Specialist

St. Theodore Guerin High School, located in Noblesville, Indiana, is accepting applications for a full-time or part-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/School Admin application and payment systems.
- Manages all student aid applications.
- Notifies families of financial aid and scholarship awards.
- Sets up all student tuition contracts.
- 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 State of Indiana Choice Scholarship meetings.
- Tracks and applies all scholarships and discounts to individual students.

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 and accounts receivable.
- Have computer literacy that includes keyboarding ability and proficiency with word processing, spreadsheets, and presentations.
- FACTS Grant and Aid Assessment, School Admin 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.
- Bachelor degree in related field or 2+ years of relevant experience preferred.

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.