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**Position: Financial Aid Counselor** (Posted 03/17/2021)

Emmanuel College is accepting applications for a full-time Financial Aid Counselor.

**Position Description:**

The Financial Aid Counselor position serves as a key member of the Financial Aid and Enrollment Management teams and provides customer-focused service to all clients of Emmanuel College, both on and off campus. This position provides individual financial aid counseling, accurately performs a high degree of sensitive data entry, and assists with outreach activities to various populations. Reports to the Associate Director of Financial Aid.

**Qualifications:**

Bachelor's degree is preferred, with evidence of further professional development. Experience in student financial aid, a knowledge of Federal Title IV program regulations, and experience with Powerfaids is preferred. The candidate must have strong interpersonal, communication, and management skills as well as a strong work ethic, integrity, and a positive attitude. The candidate must exhibit professional conduct. Finally, the candidate should be a committed Christian who identifies with and adheres to the mission and vision of Emmanuel College.

Emmanuel College requires, as a condition of employment, the successful completion of a background check and drug screen.

**Filing an application:** Please forward the following, preferably via email, directly to the contact person listed below.

- **Cover Letter**
- **Resume** (including phone number and email of 3 references)
- **Pastoral Letter of Recommendation:** Needs to be from a current pastor and to include a verification of current church attendance and/or membership, a description of the applicant's activity in the local congregation, and an evaluation of the quality of the candidates' personal commitment to Christ.
- **Personal Testimony:** An explanation of the applicant's relationship with God through the Lord Jesus Christ, including a brief account of accepting Christ as personal savior, church membership, and current church involvements.

A resume will not be considered until all required documents have been received.

**Contact:**

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