

# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## POSITION ANNOUNCEMENT: FINANCIAL AID COUNSELOR

### VISION, MISSION, AND PURPOSE

Central Christian College of Kansas is a mission driven institution committed to providing a Christ-Centered Education for Character. As such, Central Christian seeks like-minded individuals, committed to Christian Service and Discipleship, in order to sustain a campus community focused on our vision to provide a transformative educational experience, rooted in Christ, to any person desiring to become a faithful steward of heart, mind, soul, and strength.

Founded in 1884, Central Christian College of Kansas maintains a residential program in McPherson, Kansas, though its mission extends much further through its online and graduate programs. CCKK is affiliated with the Free Methodist Church of North America and welcomes all students regardless of gender, race, ethnicity, disability or economic status. In the same way, Central Christian recognizes the benefits of maintaining a diverse faculty and staff, representing the creativity of a loving and innovative God, and who can provide a wide spectrum of perspectives and experiences. We specifically encourage inquiries from candidates from racial and ethnic backgrounds that are currently underrepresented on our faculty and staff.

### SUMMARY DESCRIPTION

Central Christian College is seeking a **Financial Aid Counselor**. The Financial Aid Counselor under the direction of the Director of Financial Aid (remote work possible). This non-supervisory position counsels students on all matters related to financial aid, including but not limited to: eligibility, financing options, securing aid to cover institutional costs, and encouraging responsible debt management. This role will require the individual to operate in a fast paced, cross-functional team environment, including virtual environments. Counselors are responsible for student customer service (telephone, email, virtual, and face-to-face) and maintaining financial aid files. Financial Aid Counselors will independently analyze and make decisions with respect to matters of significance in awarding financial aid packages for students. This position also must go through annual training to stay compliant with federal, state, and local program requirements.

This is a staff position, serving as an exempt 12-month employee. The salary is based on credentials and experience. A generous complement of benefits is offered, including health insurance, vacation, personal time, retirement plan contributions, and tuition remission for the employee and his or her dependents. Beyond those measurable benefits, CCKK is a great place to work, with dedicated faculty and staff serving with whole hearts, shaping the next generation of Christian leaders.

As a member of the Association of Free Methodist Educational Institutions and recognizing that College's commitment to its vision and mission, all employees are required to affirm of the College's evangelical statement of faith and lifestyle expectations. The applicant should consider the missional perspective of the College, before applying (<https://www.centralchristian.edu/about/>).

Additional requirements include:

- Bachelor's degree required; preference given to applicants who have experience in financial aid or offsetting experience in customer service or loan management
- Spanish speaking a plus
- Vibrant faith, with a commitment to evangelism and discipleship.

Interested candidates should submit a cover letter describing their interest in the position and qualifications for this specific position, a resume or curriculum vitae, statement of faith, and the contact information for two professional references and one character reference (include phone and email). **All applications and nominations will be considered highly confidential.** All nominations and applications should be mailed electronically to [katherine.potter@centralchristian.edu](mailto:katherine.potter@centralchristian.edu). The position will remain open until filled.

Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. Therefore, the College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).