



# ANDERSON UNIVERSITY

Office of Work Life Engagement

## POSITION ANNOUNCEMENT

**Position:** Processing Coordinator  
**Department:** Office of Financial Aid and Scholarships  
**Reports to:** System Analyst

### Responsibilities:

The processing coordinator is responsible for processing financial aid files and information. The coordinator under the direction of the system analyst will review, setup, and maintain processes essential for financial aid distribution. The processing coordinator will work directly with financial aid counselors, the registrar's office, and information technology services to ensure system accuracy and compliance. The processing coordinator will also become the primary point person for reconciliation of federal, state, and institutional financial aid files.

### Qualifications:

The ideal candidate will hold a degree beyond high school. Relevant experience will be considered in lieu of degree. Eligible candidates for this position must have strong computer (specifically Microsoft Excel), communication (written and oral), analytical and critical thinking skills. Ability to give attention to detail required. Candidates with prior PeopleSoft experience encouraged to apply. Must meet University lifestyle expectations.

**Benefits:** This is a 100% FTE position eligible for university benefits

**Position:** Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

***AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply.*** Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.