



Financial Aid Solutions Specialist

Why Join Us

Inceptia is a nonprofit organization committed to offering effective and uncomplicated solutions in verification, financial aid management, financial education, and repayment wellness. For more than 35 years, Inceptia has helped millions of students achieve their higher education dreams at schools nationwide. Our mission is to support schools in illuminating a path toward educational and financial success for students and families, allowing them to pursue their dreams of reaching their full potential. Our solutions are designed to support student success by helping financial aid administrators maximize resources, so they can spend more time delivering meaningful learning experiences across the student lifecycle that foster education and personal development.

What you'll do!

We are seeking dedicated and detail-oriented Financial Aid Solutions Specialists to join our team. In this role, you will assist students and parents in completing the verification process for financial aid at our partner schools. You will help streamline the verification process, ensuring that students receive the support they need to complete their financial aid requirements.

The Specialists answer questions related to the review of financial aid applications and any requested documentation. This role involves regular communication with students and/or parents via phone and email throughout the entire verification process.

If you're passionate about helping students and families navigate the financial aid process and want to make a positive impact, we encourage you to apply for this role!

What We Offer

- Support. We'll provide a positive environment and the tools for success with training, annual performance reviews, and opportunities for salary increases.
- We value a Work-Life Balance.
- We reward candidates by offering competitive pay.
- Benefits (Medical, Dental, Vision, Life Insurance, and two retirement benefits with a **100% 401(k) match!**)
- We value education and offer tuition reimbursement of up to \$5,250 per calendar year.
- We not only provide employees with 10 paid holidays, 1 floating holiday, and Christmas week paid holiday closure, but you'll also receive 12 days of vacation and 10 days of sick time annually.

What you'll need!

- High School Diploma or GED required; Associate's degree (A.A.) or equivalent from a two-year college or technical school preferred; or one year of related experience and/or training; or a combination of education and experience.
- Knowledge of the financial aid industry and familiarity with Title IV federal regulations are preferred.
- Understanding of the financial aid process, including verification procedures, is a plus.
- Previous experience working in a financial aid office offering Title IV programs.



- Strong verbal and written communication skills.
- Exceptional attention to detail and organizational abilities.
- Ability to manage confidential information with care and discretion.
- Successful completion of a background check is required.

Qualifications to Work Remotely When Earned or Required

- Ability to maintain a wired, high-speed internet connection
- Access to a secure, quiet workspace for conducting business-related calls.

Available Hours

Full-time hours: Monday through Friday, 8 am - 5 pm

Part-time position: Hours to be determined, requiring a minimum of 15 hours per week.

How to Apply

If you are interested in this exciting opportunity, apply today and submit your resume and cover letter on our ADP Workforce Now site at <https://bit.ly/43Mw4ND> or send via email to hrd@fes.org. For more information, please visit our website at www.Inceptia.org.

FES and Inceptia take affirmative action to ensure that applicants with job-related qualifications are employed and employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability, or physical disability.

Equal Opportunity Employer