



Bellarmino
College Preparatory

Tuition Assistance Coordinator

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California, has an opportunity for a full-time Tuition Assistance Coordinator consisting of managing the school’s tuition assistance program. The primary responsibilities of the Tuition Assistance Coordinator include assisting parents, working closely with students on tuition assistance, maintaining all tuition assistance records and cross-training with other Business Office functions.

Bellarmino complies with the American with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- Manage the tuition assistance program to provide accessibility to qualified families
- Advise and assist parents with tuition assistance applications and other issues/concerns as they arise
- Run the Magis Scholar program to ensure success and participation in the whole Bellarmine experience
- Maintain accurate and complete student records while maintaining confidentiality
- Collect and process required documentation in accordance Bellarmine policies
- Maintain proper records retention policy and documentation of Tuition Assistance records storage
- Cross train to be successful with student receivables, deposits, cash clearing, and office filing as needed
- Data entry and other related administrative/office duties as assigned

Minimum Qualifications (Requirements):

- Proficient in excel
- Bilingual: Spanish and/or Vietnamese
- Strong verbal and written communication skills
- Strong interpersonal skills
- Strong project management skills; Ability to meet deadlines and complete projects accurately and in a timely basis
- Ability to multi-task with frequent interruptions
- Ability to analyze data, forecast and plan

Preferred Qualifications:

- BA/BS Degree
- Strong knowledge and understanding of student financial aid (tuition assistance) programs and application process

Physical Requirements:

- Ability to lift 10 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel around our campus safely and comfortably
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material, on a computer screen, (often for extended periods of time) and/or on a mobile device/laptop

General Information:

- Position has a pay range of \$33 - \$36/hour
- This position is classified as a Regular Full-Time Non-Exempt position
- This position is eligible for Bellarmine's excellent benefits package
- This position has no direct reports
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about February 2023

To Apply Online: Please complete the ***Bellarmino Staff/Non-Faculty Application Form*** located on our [Employment at Bellarmine | Bellarmine College Preparatory \(bcp.org\)](#) under Employment Applications and send a resume and a cover letter to hr@bcp.org and indicate "**Tuition Assistance Coordinator**" in the subject line of the e-mail.

*Bellarmino College Preparatory is an Equal Employment Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religious creed, ethnicity, sex, national origin, ancestry, sexual orientation, gender identity, genetic information, disability, medical condition, age, protected veteran status, marital status, or any other basis protected by law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
