



Job Title: Financial Aid Consultant

Location: Remote (U.S.-based) | Contract | Seasonal (Oct–May) with Extension Option

About Very Busy Bees

Very Busy Bees - FAFSA, Notary & Tax is a fast-growing document management studio headquartered in Hackensack, NJ! Founded in 2024, we provide personalized support to clients across the country for tax preparation and Free Application for Federal Student Aid (FAFSA) filing. We locally support clients seeking New Jersey notarial services including general notary work, apostille, fingerprinting & loan signing.

Position Overview

We are seeking a knowledgeable and compassionate **Financial Aid Consultant** to assist students and families in preparing and submitting the Free Application for Federal Student Aid (FAFSA), navigating corrections, appeals, and understanding financial aid options.

This role is ideal for someone who loves simplifying the complex, empowering families with information, and improving access to higher education funding.

Key Responsibilities

- Guide students and parents through the FAFSA filing process during one-on-one sessions (virtual)
- Assist with or complete FAFSA corrections/updates, and professional judgment appeals
- Help clients create FSA IDs, gather required documentation, and understand eligibility
- Provide basic college financial aid counseling, including grants, loans, and scholarship strategies
- Track client progress and follow up on incomplete submissions or missing documents
- Maintain up-to-date knowledge of FSA & FAFSA policies, deadlines, and aid changes

- Ensure client privacy and document security at all times
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Qualifications

- Experience with FAFSA filing, financial aid counseling, or student support services
 - Strong knowledge of federal and state financial aid systems & regulations
 - Clear, confident communicator with empathy and patience
 - Detail-oriented and comfortable working with secure, digital systems
 - Prior experience in higher education, financial services is a plus
 - Bilingual (especially Spanish) preferred, but not required
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Schedule & Compensation

- Flexible scheduling, including evening and weekend availability during FAFSA season
 - Remote-only position using secure video and document-sharing platforms
 - Competitive hourly or per-session rate, based on experience
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Why Join Very Busy Bees

- Mission-driven, woman-owned small business helping families succeed
 - Flexible remote work with supportive team culture
 - Opportunities for training, growth, and extended work during tax or appeal season
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To Apply

Please email your resume and a short note about your interest in this role to support@verybusybeesnj.com. Use the subject line: **Financial Aid Consultant Application**.
