



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Eisenhower.

ABOUT THE POSITION

Job Title: Financial Aid Technician (Full-Time)

Job Code: 10511

Campus Location: Augusta Campuses

Salary: \$30,000 - \$32,000; Commensurate with education and work experience.

JOB SUMMARY

The **Financial Aid Technician** is responsible for performing administrative, clerical, and customer service duties in support of the student financial aid process.

MINIMUM QUALIFICATIONS

High school diploma or equivalent and one (1) year of work-related experience.

PREFERRED QUALIFICATIONS

An associate's degree in business or a closely related field from an accredited private or public postsecondary college or university. Experience working in a financial aid office at an institution of higher education with specific experience in the federal student aid processes and policies, NSLDS flags, and verification, preferably. Experience using Ellucian Banner is preferred.

COMPETENCIES

Must demonstrate strong computer, customer service, organizational skills, verbal, and written communication skills. Flexibility of travel to different job sites weekly.

MAJOR DUTIES

This position is responsible for performing professional and administrative duties associated with the delivery of student financial aid services. Duties also include:

- Provide direct financial aid services to current and prospective students, including financial aid application review, packaging of financial aid awards, and financial aid counseling. This includes responding to student emails, virtual appointments, and phone calls.
- Assist with overall management of financial aid programs, including federal, state, and institutional grants, and private loans.
- Through an extensive list of daily, weekly, monthly, and quarterly reports, complete timely review of student records to confirm financial aid eligibility and revise financial aid awards, ensuring that all aid is properly awarded within federal, state, and institutional guidelines.
- Oversee completion of student information and documentation collection. This includes specializing in the verification process.
- Represent the Financial Aid Department at orientation, recruitment events, and department presentations.
- Work collaboratively with Student Accounts, Registrar, Admissions, and other Augusta Tech constituents.
- Maintain confidentiality of student records.
- Other duties as assigned

APPLICATION DEADLINE: The position will remain open until filled. All application packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents, including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.