

**Federal Work Study Student**

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Federal Work Study Student. He/she will report directly to their departmental supervisor for assigned tasks. The federal work study coordinator in the Financial Aid Office will assist students with necessary documentation and procedures. Federal Work Study students should have strong interpersonal and communication skills, and be able to work with diverse populations. He/she should have an excellent level of responsibility, reliability and punctuality and exert appropriate and professional behavior.

**Minimum Qualifications**:

* The candidate MUST be enrolled in a minimum of six (6) credit hours
* Must be making Satisfactory Academic Progress (cumulative 2.0 GPA & 67% completion rate)
* Must be approved for Federal Student Aid for the current award year and must be Pell Grant eligible

**Physical Demands:** Work may be performed in a office with intermittent sitting or walking in various settings. The employee may occasionally lift or move objects of light to medium weight. Hand and finger motion may be required for data entry purposes.

**Salary:**  $12.00 per hour, not to exceed twenty (20) hours per week.

**Application Deadline:** All application packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx>

please click on Albany Tech Employment. As a part of the application process, interested candidates shall be required to upload other documents including: addresses and phone numbers of professional (work-related) references. Incomplete submissions will not be considered. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-6597. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration.



Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**  Dorene Aquino HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.6597 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |