**Financial Aid Technician** (Full-time)

Albany Technical College seeks a well-qualified, highly motivated individual to fill the positon of Financial Aid Technician. The Financial Aid Technician will report to the Director of Financial Aid. Under general supervision, he/she will perform accounting-related clerical duties that require familiarity with basic financial aid functions. Examples may include data verification, coding and posting data entry of information, preparing routing reconciliations, and processing applications for financial aid. The Financial Aid Technician will review student eligibility, and assist in the registration process as needed. He/she will attend workshops as required, and may perform a limited number of routine clerical duties. He/she will provide excellent customer service.

**Minimum Qualifications:** The applicant MUST have a High School diploma or GED \*AND\* one (1) year of work related experience.

**Preferred Qualifications:** The applicant MUST have an Associate’s Degree

**Physical Demands:** Work is typically performed in an office setting with intermittent sitting or walking. The employee occasionally lifts or moves objects of a light to medium weight. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

**Salary/Benefits:** Salary range is between $21K & $26K and is commensurate with education and work experience. Benefits include paid state holidays, annual sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . 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. For more information regarding this position or application instructions, please contact the Human Resources Office [hr@albanytech.edu](mailto:hr@albanytech.edu). 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. 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:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards-Director 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 |