

Job Title	Financial Aid Specialist - Processing
Department	STUDENT AFFAIRS
Reports To	Director of Financial Aid

EMPLOYMENT TERMS:

<i>Full-Time</i>

QUALIFICATIONS:

Education	A Bachelor's Degree in a course of study related to the occupational field from a regional or nationally accredited college is required, OR an Associate's Degree in a course of study with 2 years of paid work experience in Financial Aid, OR 4 years of paid work experience in Financial Aid
Preferred Experience	<ul style="list-style-type: none"> • 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. • Experience using Ellucian Banner • Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years. • Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
Desirable Skills	Effective communication skills.

PRIMARY DUTIES:

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

- Federal Pell Grant Origination and Reconciliation Processing, including Pell POPs and Multiple Reporting Records,
- Reviewing and processing Subsequent ISIR Transactions, resolving NSLDS related requirements, such as Unusual Enrollment History, Lifetime Eligibility Usage, defaulted student files, federal overpayments etc.
- Serves as a back-up ISIR load processor.
- Financial Aid Advising of students and parents seeking Financial Aid information. This includes giving financial aid presentations, responding to student emails and calls via alpha-split.
- During peak times, this position may be required to provide front counter assistance to FA Technicians and Phones as needed.

APPLICATION DEADLINE: Until filled

Applications are submitted on-line only at www.augustatech.edu .
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TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. (Augusta Technical College will conduct)

CONTACT

Shirley Rouse, Pre-Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Commensurate w/education and experience.

A Unit of the Technical College System of Georgia
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