



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 Gordon.

ABOUT THE POSITION

Job Title: Financial Aid Loan Specialist (Part-Time)

Job Code: 10514

Campus Location: Augusta Site

Salary: \$16 hourly

JOB SUMMARY

The **Financial Aid Specialist** is responsible for performing professional and administrative duties associated with the delivery of student financial aid services in accordance with federal regulations and College policy.

MINIMUM QUALIFICATIONS

An associate's degree in business or a closely related field from an accredited private or public postsecondary college or university is required.

PREFERRED QUALIFICATIONS

Minimum of one year of recent experience (within the past three years) in education, business, military service, or a related industry. Experience in customer service and familiarity with the Banner Student Financial Aid system.

COMPETENCIES

- In-depth knowledge of federal and state financial aid policies, programs, and legal requirements
- Excellent interpersonal and customer service skills
- Strong judgment and decision-making abilities

A Unit of the Technical College System of Georgia

- Proficiency with databases, computer systems, and financial aid software
- Clear and effective written and verbal communication skills
- Ability to manage sensitive information with discretion and maintain confidentiality

MAJOR DUTIES

- Oversee and manage all private loan programs.
- Process private loans through both manual and electronic methods using the Banner system.
- Ensure all loan requests are processed promptly and accurately.
- Manage the disbursement of private loan funds via Electronic Funds Transfer (EFT) and ensure timely posting to student accounts (within three business days).
- Ensure disbursements comply with all regulatory deadlines.
- Collaborate with the Director of Financial Aid to develop, implement, and monitor loan-related policies and procedures.
- Ensure all loan processing adheres to federal regulations and student eligibility requirements.
- Coordinate with the Business Office to return loan refunds to the loan vendors within required timeframes.
- Respond to loan vendor inquiries, including skip tracing requests.
- Provide clear guidance to students and parents on private loan processes and requirements.
- Assist with front-line customer service, including walk-ins and phone inquiries.
- Support financial aid presentations, workshops, and seminars as needed.
- Perform other related 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.