



Position Announcement April 2025

Position:	Associate Director for Financial Aid
Position Status:	Fulltime
Application Deadline:	Open Until Filled
Primary Work Location:	To Be Determined
Projected Work Schedule:	Days / 40 hours week, 12 calendar months per year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following receipt of completed application packets; the position may close at any time following May 7, 2025 based on a candidate selection.

Job Responsibilities:

The Associate Director for Financial Aid, under the direction of the Director for Financial Aid, is responsible for planning, organizing and coordinating the functions associated with the office of student Financial Aid. The Associate Director will be responsible for ensuring compliance with state and federal financial aid regulations, training and supervision, and assisting the director with reporting requirements and other duties as needed. The Associate Director will maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and any other accreditation standards and follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may require travel within the College's service area as well as other travel as needed.

Major Job responsibilities include, but are not limited to the following:

- Assists the Director in the day-to-day operations of the Financial Aid Department; including but not limited to daily Banner processing.
- Provides information to prospective and enrolled students concerning state and federal financial assistance and technical college policy/procedures;
- Assists with supervising full-time, part-time and student employees and assists with interviewing, hiring, and evaluation of the performance of, and when necessary, discipline of employees;
- Attends trainings to stay up to date on interpreting and utilizing federal, state and local policies and procedures.
- Responsible for strong focus on customer service to include the ability to diffuse unpredictable situations while meeting customer expectations;
- Responds to and advises student aid inquiries in person, by phone and written communication to students, staff and the general public in a courteous and professional manner;
- Provides guidance to students, staff and the general public on the availability of financial aid, the application process, and the associated regulatory requirements;
- Reviews departmental forms, process, procedures and recommends or implements updates as needed;
- Assists staff by providing systematic Banner support or reports as requested;
- Maintains accurate files/records, creates and maintains written procedures;
- Participates in the planning, coordination, development and implementation of long-range goals and objectives;
- Maintains current knowledge of TCSG operations and policies, federal and state student financial assistance programs and laws governing Georgia's technical colleges;
- Creates and maintains a high-performance environment characterized by positive leadership, strong team orientation, and strong focus on customer service;

- Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure;
- Completes all assigned trainings in a timely manner;
- Performs other duties as assigned in the fulfillment of the needs of Central Georgia Technical College.

Job Competencies:

- Knowledge of best practices for a student financial aid office and leadership principles
- Ability to function in a fast-paced, demanding work environment
- Ability to break large tasks in smaller, more manageable tasks
- Knowledge of College's financial aid policies and state and federal regulatory guidelines
- Superior organizational and time management skills
- Skill in the operation of computers and job-related software programs
- Decision making and problem-solving skills
- Skill in interpersonal relations and in dealing with the public and program stakeholders
- Oral and written communication skills

Minimum Qualifications: *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

- Earned Bachelor's degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education in a related field; **and**
- Documented two (2) years of related work experience

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented work experience in a student financial aid office in a post-secondary institution
- Documented experience with the Banner Student Information System
- Experience with SQL, script writing, and database querying

Projected Work Hours/Location:

This position generally works 7:45 a.m. to 4:45 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule to include evenings and/or weekends will be required as needed. The primary location for this position is to be determined. Travel will be required as needed throughout the College's service area, and other travel as needed. This position is scheduled to work 12 months per calendar year and at 40 hours per week.

Salary / Benefits:

The selected candidate can expect to receive a contingent offer with an annual gross annual salary of \$46,080 (Bachelor's degree); actual gross annual salary will be determined by the candidate's qualifications based on meeting published minimum and preferred qualifications.

This is a 12-month position and is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

Application Procedure:

Applicants must complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, the minimum and preferred qualifications based on the educational history, and the employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume and complete the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. The resume submission does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted instead of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) that fulfill the minimum and if applicable, the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. The applicant is responsible for obtaining and uploading the application documentation by the stated deadline.

For more information about our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or email cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).