



## Position Announcement May 2019

**Position:** Financial Aid Specialist

**Position Status:** Full time

**Application Deadline:** May 22, 2019

### **Job Responsibilities:**

The Financial Aide Specialist is responsible for performing professional and administrative duties associated with the delivery of financial aid services. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and any other accreditation standards. 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:**

- Collects and reviews financial aid applications to determine completeness and eligibility
- Determines eligibility and awards financial aid applicants using various software packages
- Processes applications and corrections, tracks documents, completes the verification process, generates tracking and award notifications
- Requests additional information for incomplete or inconsistent applications to perform accurate needs analysis
- Counsels and advises students and parents concerning financial aid and VA opportunities and application processes
- Monitors SAP status for students
- Assists with answering phone calls and walk-in clients

### **Job Competencies:**

- Knowledge of student financial aid processes and procedures
- Knowledge of college, state and federal student financial aid programs, regulations and guidelines
- Knowledge of relevant federal and state regulations
- Skilled in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skilled in interpersonal relations and in dealing with the public
- Oral and written communication skills

### **Minimum Qualifications:**

- Associate degree from an accredited institution
- Three (3) years of work related experience
  - *Note: Experience may substitute for the degree on a year-for-year basis*

### **Preferred Qualifications, in addition to minimum qualifications:**

- Documented work experience processing student loans
- Documented work experience in higher education

**Projected Work Hours/Location:**

This position generally works normal day hours of 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. Position will be assigned to the Macon or Warner Robins campus, to be determined, and may require travel to any of the locations within the College's service area as well as other travel as needed. This position will work all 12 months per calendar year and at 40 hours per week.

**Salary / Benefits:**

Gross annual salary range of mid \$30's. Actual annual gross to be determined the candidates highest qualifying degree based on meeting minimum and preferred qualifications. This is a fulltime position scheduled to work all 12 months a year and at 40 hours per week. Position 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:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

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

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

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

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.