**POSITION ANNOUNCEMENT**

**POSITION: Financial Aid Specialist (North Metro Campus)**

**POSITION DESCRIPTION:** This position is responsible for performing professional and administrative duties associated with the delivery of student financial aid services.

**MAJOR DUTIES:**

**INTERFACE DUTIES**

* Counsels and advises students and parents concerning financial aid options and the application process
* Provides information regarding financial aid and resources available to students
* Instructs students in correct procedures for completing application and forms, submitting supporting documents and special requirements
* Refers complex problems to the Financial Aid Coordinator
* Financial Aid Outreach-presentations, FA table at events on and off campus
* Assists in FA Call Center with Federal Work Study Students
* Serves students on the front counter via FA Specialist rotation
* Responds to student inquiries from the financial aid email account and calls from the FA Call Center via alpha-split

**OPERATIONAL DUTIES**

* Collects and reviews financial aid forms and documents to determine completeness and eligibility of financial aid application
* Determines eligibility and awards financial aid applicants using various systems packages including: Banner, Surfer, CHECS, NSLDS and CPS
* Processes financial aid applications and submit necessary corrections
* Awards federal, state, institutional and private sources of financial aid to students within appropriate guidelines and regulations.

**Specialized Duties**

* Specialized Duties, performed as assigned
* Verification of student files based on submitted documents, making any necessary corrections.
* Serves as financial aid resource for the Veteran population at CTC to include outreach on and off campus
* Subsequent ISIR review-verification related and/or NSLDS related
* Processes transient agreements and HOPE Certificates for both home and host students
* Completes Title IV Enrollment Verifications for host Pell eligible students and sends to the host college
* Reviews SAP appeals and reviews for completeness and prepares for committee review
* Reviews and process submitted paperwork to determine eligibility for Pell and HOPE
* Works with students and other needed agencies to clear any discrepancies related to federal and state aid eligibility
* Performs other duties as assigned

**MINIMUM QUALIFICATIONS:**

* **A bachelor’s degree in a course of study related to the occupational field from a regionally or nationally accredited college is required, or an associate’s degree in a course of study with 2 years of paid related work experience or high school diploma and 4 years of paid related work experience**
* **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.**

**SALARY/BENEFITS:** $43,559.22 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** Teleworking is permitted for this role up to 40% at the discretion of the Executive Director of Financial Aid.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: May 2024**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia***