

**Position Announcement**

**Position:**  Federal Work Study Student – Financial Aid Assistant

**Location:** Financial Aid Department

**Nature of Duties:** Under supervision of The Assistant Director of Financial Aid, performs

accounting-related clerical duties that require familiarity with basic financial aid functions.

Provides quality external and internal customer service including interaction with

students, parents, faculty, and general public:

* Provides quality external and internal customer service via telephone
* Reviews financial aid Banner screens and documents
* Performs routine clerical duties such as answering telephones, data entry, and/or related duties

 **Minimum Qualifications:**

* Be enrolled as a student at Columbus Technical College
* Completed a FAFSA and be identified as being eligible for federal aid
* Complete a Federal Work-Study Employment Application

**Competencies:**

* High quality customer service skills
* Must possess excellent interpersonal communication skills and be able to professionally assist students/parents
* Excellent organizational and communication skills
* Must be computer literate with proficiency in MS Word and Excel highly desirable.

**Salary/Benefits:**  $7.50 per hour; no benefits

**Method of Application:** Interested candidates must complete electronic application process at [www.columbustech.edu, CTC Careers](https://www.easyhrweb.com/JC_Columbus/JobListings/JobListings.aspx), Federal Work Study.

**Employment Policy:** 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, gender, 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 Investment Act of 1998 (WIA) 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.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.