



Financial Aid Coordinator Full Time

Georgia Northwestern Technical College is seeking qualified applicants for a full-time Financial Aid Coordinator. This position will assist in the processing of student verification, the administration of financial aid programs, verifying State aid eligibility, and maintaining State information. The Financial Aid Coordinator is responsible for the supervision of financial aid staff on multiple campuses. The home campus for this position is to be determined; however, occasional travel to other GNTC campuses as well as overnight travel for training may be required.

Duties/Responsibilities:

- Assists financial aid staff to resolve difficult problems;
- Answers questions regarding individual student financial aid issues or complaints;
- Evaluates FAFSA documentation provided by student in the verification process to ensure their financial aid eligibility;
- Prepares and submits HOPE Grant Snapshots, HOPE Scholarship Evaluations, awards HOPE Scholarship, compares DE hours in GAFutures to Banner, corrects State errors.
- Assists in reconciling all State funds, including accuracy of enrollment hours and paid funds.
- Serves as Certifying Official for the Veterans Administration; counsels VA students;
- Works weekly reports to resolve C-flags, subsequent ISIR's and transfer monitoring;
- Assists in coordinating the financial assistance programs available to enrolled students, including scholarships, grants, loans and work study programs;
- Evaluates unusual/mitigating circumstance documentation or information provided by the student;
- Exercises sound judgment by adjusting or revisions to costs, contribution, need, or dependency status as exceptions to the prescribed process;
- Notifies students of changes in eligibility of awards and alternative to amend the situation;
- Provides guidance and general advice to students regarding financial aid, program choice/change, educational requisites, indebtedness, school policy and procedure and state policies;
- Other duties assigned.

Competencies:

- Knowledge of financial aid policies and procedures;
- Knowledge of federal, state and institutional sources of financial aid
- Knowledge of institutional organization, policies, procedures and administrative practices
- Knowledge of and commitment to the mission of postsecondary education

- Knowledge of relevant federal and state regulations
- Skill in operation of computers and job-related software programs
- Skill in decision making and problem solving
- Skill in interpersonal relations and in dealing with the public
- Ability to follow detailed instructions and consistently apply rules
- Ability to delegate responsibility and authority
- Ability to keep accurate and reliable records

Minimum qualifications:

A bachelor's degree from a regionally accredited college or university with emphasis in business, education, or a related field and two or more years of professionally related experience; Financial Aid experience may substitute for the degree on a year-for-year basis. The ideal candidate will possess excellent written and verbal communication skills, a customer service oriented attitude, proficiency in the use of technology in an office environment, and analytical skills to solve problems or to create new and efficient processes.

Preferred qualifications:

Previous supervisory experience. A minimum of three years work experience in financial aid at a postsecondary institution. Experience in student financial aid verification. Experience in State financial aid regulations. Experience in the use of Banner SIS, experience running processes, creating population selections, CPS, GaFutures, SURFER, CHECS, TCHECS and Microsoft software.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$45,000 - \$47,000

Benefits: 13 paid State holidays, sick leave and annual leave accruals (10 hours each on a monthly basis), State of Georgia Benefits package that includes health and flexible benefits insurance options, 401k options, and a choice of retirement plans: the Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

Application Deadline: *Open until filled.*

Application Process: All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work reference contact information, and transcripts if applicable. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be

conducted on all candidates prior to being hired for any position with our college. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

Equal Opportunity Employer A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.