



Federal Work Study
Financial Aid Office Assistant
Part Time
Floyd County Campus

Job Summary:

Georgia Northwestern Technical College (GNTC) is seeking qualified students for the Federal Work Study (FWS) position of Financial Aid Office Assistant to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements. This position is an excellent opportunity for students to gain professional experience in a supportive and student-centered environment while learning about financial aid processes and higher education administration. This position will report to the Director of Financial Aid. The successful candidate will be actively enrolled as a student and can work up to nineteen (19) hours per week. Work hours may vary occasionally based upon operational needs. Students cannot work during scheduled class times, holidays, or outside of business hours (8am to 4pm)

Duties/Responsibilities:

- Greet and assist students, staff, and visitors in person, by phone, and via email in a courteous and professional manner
- Respond to general inquiries regarding financial aid
- Assist with filing, scanning, copying, and organizing student documents
- Perform data entry tasks accurately and maintain confidentiality of student records in accordance with FERPA guidelines
- Perform other duties as assigned by Financial Aid staff to support office efficiency

Competencies:

- Ability to maintain a high level of professionalism and confidentiality
- Strong verbal and written communication skills
- Basic proficiency in Microsoft Office (Word, Excel, Outlook) and general computer usage
- Dependable, punctual, and detail-oriented
- Good customer service skills and a willingness to learn

Eligibility Requirements:

- Students must have a current and complete FAFSA on file
- Students must be a US Citizen, permanent resident alien, or other eligible classification of non-citizens
- Student must demonstrate significant unmet financial need as determined by GNTC according to federal guidelines based on their FAFSA application
- Students must be enrolled at GNTC and registered in 6 or more credit hours during the semesters they are working
- Students must be in good academic standing at the institution and maintain Satisfactory Academic Progress (SAP)
- Students must be able to pass a mandatory background check

Salary: \$14.00 per hour

Benefits:

No benefits are available for Federal Work Study positions.

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 references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. 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

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with 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 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. Title IX and Equity Coordinator: Linda McEntire, Floyd County Campus, Building I Room 105, 706-516-5184, lmcentire@gntc.edu.