

**Job Announcement**

**Position:**  Financial Aid Specialist

**Location:** Murphy Campus

**Department:** Financial Aid

**Reports to:** Financial Aid Coordinator

**Nature of Duties:** Under general supervision, provides information to prospective and enrolled students at a technical college concerning state and federal financial assistance. Coordinates the financial assistance programs available to enrolled students. Develops and maintains student financial aid records. Maintains current knowledge of student financial assistance programs and laws governing such. Applicant must be able to work a flexible schedule to meet customer needs.

**Work Schedule**: 8:00am - 6:00pm, Monday - Thursday

8:00am – 12noon Friday

**Minimum Qualifications:**

* Associate’s degree \*and\* three years related work experience.

(Experience may substitute for the degree on a year-for-year basis)

**Preferred Qualifications:**

* Preferred experience in Financial Aid/Higher Education
* 3 years Customer Service experience
* Minimal Supervision & Self Starter
* Detailed oriented & Multi task driven
* Advanced computer skills
* Work experience using BANNER is highly desired.
* Skilled in interpersonal relations and in dealing with diverse populations.

**Salary/Benefits:** Based on qualifications; Benefits include paid state holidays, vacation, retirement, personal and sick leave, and the State of Georgia Flexible Benefits Program

**Method of Application:** Interested candidates should apply through electronic application system at: [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx).

**Note**: Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.