



Financial Aid Specialist (FT, VLD-CFE)

CAMPUS: Valdosta & Coffee Campuses

STATUS: Full-time

POSTING TYPE: Regular Posting

The Financial Aid Specialist works under the direction of the Financial Aid Coordinator or the Director of Financial Aid. Performs professional and administrative duties associated with the delivery of student financial aid services. Determines student aid eligibility; and awards financial aid using various software applications. Assists students in the setup of their Student Forms verification portal account. Reviews documents in the Student Forms verification portal for completeness and accuracy to assist in the Verification process. Assists students in the application process for financial aid by advising them of their rights and responsibilities concerning financial aid; and by providing them with information about the status of their financial aid applications. Assists the Financial Aid Director and/or the Financial Aid Coordinator in the processing of Return of Title IV (R2T4) federal financial aid. Provides support in the processing of private student loan applications and oversight for the Student Access Loan Default Management reporting.

Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.

SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment, Regular use of college owned or personal vehicle for performance of duties.
- Working Conditions: Category III - No foreseen exposure to hazardous chemicals/pathogens. Probability of working beyond the normal shift, but not frequently. Periodic travel between major Wiregrass campuses and satellite sites.

MINIMUM QUALIFICATIONS

Associate's degree ***and*** Three (3) years of related work experience.

****Note: Experience may substitute for the degree on a year-for-year basis.**

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: Two (2) or more years of work experience with federal and state financial aid programs; a strong knowledge of BANNER Systems and other software programs used to process student financial aid such as FAFSA on the Web, EDdconnect, National Student Loan Data System, and GAfutures' Surfer or CHECS Systems.

SALARY/BENEFITS

Salary is \$39,000/yr. This position is full-time and includes standard State of GA benefits such as leave accrual, options for health & other supplemental benefits, and retirement. This position may qualify the successful candidate for the Public Service Loan Forgiveness Program. *This position is funded in whole or in part by Local funds.*

BACKGROUND INVESTIGATIONS

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: No additional tests are required for this position.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: Monday, January 15, 2024 or Until Filled

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or humanresources@wiregrass.edu.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia 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). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President for Human Resources, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or shalonda.sanders@wiregrass.edu; OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations Testing Services Coordinator, Valdosta Campus, Berrien Hall, Room 116A, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu *student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.