



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Financial Aid Loan Specialist (Part-time)

Job Code: 10514

Campus Location: Augusta Campus

Salary: \$14.00; commensurate with education and work experience.

JOB SUMMARY

The Financial Aid Specialist is responsible for performing professional and administrative duties associated with the delivery of student financial aid services.

MAJOR DUTIES

Responsible for the administration of all private loan programs. Responsible for running the electronic and manual Banner processes for private loans. Ensures that all loan requests are processed in a timely manner. Responsible for the execution of the electronic funds transfers (EFT) and disbursements of loan programs. Ensures that disbursements are made to students within the required regulatory timeframe. Ensures that EFTs are posted to the student's account within three business days. Responsible for developing and implementing loan policies and procedures and monitors adherence to same in collaboration with the Director of Financial Aid. Ensures that all loans are processed in accordance with federal regulations. Ensures that all loans are processed in accordance with student eligibility criteria. Ensures that loan refunds are returned to the U. S. Department of Education within the required time limit in collaboration with the Business Office. Responsible for providing guidance to students/parents regarding loan program requirements. Participates in customer service activities as needed for walk-ins and telephones. Participates in financial presentations and seminars as needed. Performs other duties as assigned.

COMPETENCIES

Working knowledge of financial aid programs, excellent human relations skills, the use of sound judgment and efficiency are required. Effective communication skills are a must.

MINIMUM QUALIFICATIONS

An Associate's degree in Business or a closely related field from an accredited private or public postsecondary college or university.

PREFERRED QUALIFICATIONS

One year part-time or full-time educational, business, industry, or military work experience within the last three years. Experience must include direct customer service experience and a working knowledge of the Banner Student Financial Aid system. Processing direct student loans experience is preferred.

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

A Unit of the Technical College System of Georgia

Equal Employment Opportunity Statement

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, sex, 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 Innovation and Opportunity Act (WIOA) 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.

A Unit of the Technical College System of Georgia