



## 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 Specialist

**Job Code:** 10514

**Campus Location:** Augusta Campus

**Salary:** \$40,000 - \$44,000, 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

- Satisfactory Academic Progress appeals coordinator.
- Serves as intake/processing representative for individuals submitting financial aid applications on the other sites.
- Assists in the administration of financial aid programs including federal and state grants, work study, and other aid programs.
- Works closely with students, student services staff, and academic affairs staff to solve problems and answer questions regarding financial aid.
- Creates concise, clear reports related to various student financial records.
- Support and serve students, faculty, academic advisors, and administrators by interpreting and clarifying Financial Aid policies regarding Federal and State requirements.
- Respond to Financial Aid Release Form requests in a timely manner.
- Serves on committees as appointed representative and attends conferences related to Higher Education.
- Assists in the day-to-day management of the Financial Aid Office activities (supervising staff, records maintenance).
- During peak times, this position may be required to provide front counter and phones assistance as needed.
- Performs other duties as assigned by Financial Aid Director.

## COMPETENCIES

Must demonstrate strong technology and computer applications skills, customer service, organizational skills, verbal and written communication skills. Flexibility of travel if necessary. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

## MINIMUM QUALIFICATIONS

An Associate's Degree in a closely related field from an accredited post-secondary institution with two (2) years of paid work experience in Financial Aid, OR 4 years of paid work experience in Financial Aid.

## 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. Financial Aid 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.

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