



**Director of Financial Aid
Full Time
Floyd County Campus**

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Director of Financial Aid to be located on the Floyd County Campus. Occasional travel between campuses, as well as overnight travel for state and federal updates will be required. This position will be responsible for maintaining a high-performance environment through positive leadership and teamwork, as well as coordinating financial aid programs offered by the college and ensuring that the college adheres to all Federal and State regulations. This position will supervise the office of financial aid for all campuses of GNTC.

Duties/Responsibilities:

- Administers and supervises the implementation of all financial aid policies, office procedures and funding programs;
- Plans, organizes and supervises the operational functions of the Financial Aid Office;
- Oversees the accountability for all financial aid awards;
- Prepares and manages student cost-of-attendance budgets;
- Coordinates and maintains financial aid records;
- Disseminates financial aid information to staff, students, and community organizations;
- Participates in state and federal program reviews and audits;
- Submits reports and data as required by federal and state agencies in a timely manner;
- Oversees administration of Veterans financial aid program benefits;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives;
- Maintains compliance with federal and state laws, TCSG policies, and other policies related to financial aid;
- Manages and oversees financial/budget operation of the department;
- Participates in college committees as assigned;
- Prepares and analyzes operational reports and other data;
- Supervises employees, including prioritizing and assigning work, evaluating at scheduled intervals;
- Conducts regular evaluation of services provided and adjust as needed; and
- Other duties as assigned.

Minimum Qualifications:

Bachelor's Degree in business administration, computer science, accounting, or a related field. Proficiency in the use of Banner or similar student financial aid software. Three (3) years of experience in the field of financial aid. Excellent written and verbal communication skills. Customer service-oriented attitude. Proficient in the use of technology in an office environment. Ability to multi-task and work as a team member in a fast-paced environment.

Preferred Qualifications:

Three (3) years of work experience in a financial aid office at a postsecondary institution in a supervisory capacity. Experience in the use of EDE, EDConnect, SURFER, Microsoft Excel and Microsoft Word.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$85,000 - \$90,000

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

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 applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.