POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT EFFECTIVE: Immediately

POSITION: Financial Aid/VA Specialist

PROJECTED DATE OF EMPLOYMENT: June 1, 2016

JOB DUTIES: Responsible for assisting the Financial Aid Director with financial aid/Veterans Affairs and The Federal Work Study Program, organization of statistical studies and adhering to guidelines of the college as mandated by Federal and State Regulations. Assistance with completion and submission of required local/state/national reports. Evening and weekend work may be required.

QUALIFICATIONS:

Required: Bachelor’s Degree in Business Management, Financial Management, or closely related field OR Associate’s Degree in Business Management, Financial Management or closely related field with considerable knowledge of data management systems and processes and considerable knowledge of the policies and eligibility requirements related to the provision of financial aid to students. Good communication and human relations skills. Considerable experience in the financial aid office. Some Colleague or related database experience.

Preferred: Bachelor’s Degree in Business Management, Financial Management or closely related field. Some knowledge of Informer Reporting. Extensive knowledge of data management systems and processes. Extensive knowledge of the policies and eligibility requirements related to the provision of financial aid to students. Bilingual. Career Readiness Certificate (CRC). Extensive experience working with student records management. Extensive experience in word processing and computerized data collection. Considerable experience in investigating and analyzing information. Some experience in the community college system.

TERM OF EMPLOYMENT: Full-Time/Annual

SALARY RANGE: Level 12 ($32,880 - $41,100) (salary commensurate with experience)

Application and instructions are available on the JSCC web page www.jamessprunt.edu/hr-jobs

APPLICANTS SEEKING VETERAN’S PREFERENCE SHOULD SUBMIT FORM DD-214

APPLICATION DEADLINE: NOON, MAY 2, 2016