



**POSITION ANNOUNCEMENT
FULL-TIME FINANCIAL AID SPECIALIST**

The Tennessee College of Applied Technology Crump is accepting applications for the full-time position of Financial Aid/ Student Support Specialist.

MINIMUM QUALIFICATIONS

- Associate's Degree; BS preferred. Degree should reflect a major in business/accounting or related field.
- Minimum three (3) year's related work experience with a general knowledge of Microsoft Excel, Word and PowerPoint.
- Prior financial aid experience preferred.

GENERAL DUTIES:

- Conducts needs analysis in compliance with federal criteria to determine the relative eligibility of each financial aid applicant.
- Performs daily Banner Financial Aid processes.
- Resolves data conflicts and over awards.
- Familiar with federal, state, and institutional awarding rules and regulations.
- Provides financial aid counseling to students and parents regarding all aspects of the financial aid process. Makes necessary referrals to other student service offices.
- Assists with adjunction of student appeals relating to financial aid.
- Interacts with appropriate outside entities in order to facilitate the student eligibility process.
- Utilize enhanced internal and external communication systems to inform parents and students about financial aid policy and procedures.
- Assist with Reports (IPEDS, Gainful Employment, NSLDS, 1098-T processing, etc.) in accordance with federal regulations.
- Coordinate with Business Office and Admissions. Assist team members when necessary to enable the success of the department.
- Maintain professional connections in state and national financial aid organizations.
- Other duties as assigned.

SKILLS

- Exceptional customer service, organizational skills with the ability to organize and prioritize multiple complex projects.
- Exceptional oral and written communication skills. Must be able to communicate sensitive and/or complex information in a confidential and straightforward manner.
- Must be a creative problem solver.
- Must possess a high level of accuracy, self-motivation, strong attention to detail, and the ability to handle a heavy work load.
- Familiarity with academic environment, policies and procedures.
- Must be willing to work additional hours and travel as necessary.

SALARY: Commensurate with Tennessee College of Applied Technology salary guidelines.

WORKING CONDITIONS:

- Use of computer
- Normal standing, sitting, and walking
- Lifting of boxes weighing approximately 40 lbs.
- Operating a motor vehicle to travel within the college service area and in other areas as needed.

APPLICATION & RESUME SUBMISSION: Qualified applicants should submit a cover letter, resume, and application (available at the College). Submit applications to: Tennessee College of Applied Technology Crump, PO Box 89, Crump, TN 38327, or email brian.harris@tcatcrump.edu. Applications with cover letters and resumes will be accepted until position is filled.

APPLICATION REVIEW: Review of complete application submittals will begin immediately.