

POSITION VACANCY

HUMAN RESOURCES
DEPARTMENT
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“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”

Assistant Director, Financial Aid

Posting Date: November 13, 2009

Location: May be assigned to any GTCC campus as need dictates.

Appointment Period: Contracts for regular positions are renewable each June 30th after successful completion of probationary period.

Contact Information: Human Resources

Summary:

Assist in managing the day-to-day operations of the Financial Aid Office. Administers the Federal Loan programs and the GTCC scholarship programs. Coordinates the ongoing operation of the Financial Aid Office in the absence of the Director. Departmental work hours are from 8:00 am to 6:00 pm Monday through Thursday and 8 am to 5 pm on Friday. A flexible work schedule will be determined by the supervisor to cover the necessary hours. Registration, graduation, and other heavy work periods will require additional hours. Evening and weekend work may be required.

Qualifications:

Bachelor's Degree required; Masters Degree preferred.
Three (3) years' financial aid administration experience preferred.
Demonstrated ability to manage and use financial aid management software with a preference for Datatel Colleague experience;
Ability to exercise considerable judgment based upon a thorough knowledge of Federal and State regulations;
Ability to supervise office personnel;
Excellent analytical skills;
Ability to work effectively with students, faculty, and staff;
Ability to work independently with light supervision;
Ability to maintain confidentiality of students' records;
Ability to operate a personal computer;
Ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to readily adjust to change;
Excellent oral and written communication skills.

Application Deadline: Open until filled.

How to Apply: A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts must be attached to a completed application. *If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript. Application for Evaluation is available at International Education Evaluations, Inc.

ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE