

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.”

Generalist, Educational Support

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: The generalist will work in the Admissions, Records, Financial Aid or Advising Center offices as needed. This position will support the activities of these offices by providing advisement to new and continuing students along with other duties required by professional staff assigned to these offices. They will also assist in the financial aid office by communicating information about financial aid regulations, making awards, and maintaining financial aid records as required. A determination about priority of work rotation will be determined by the Dean of Student Support Services. Departmental work hours are from 8:00 am to 6:00 pm Monday through Thursday and 8:00 am to 5:00 pm on Friday. A flexible work schedule will be determined as required by the work load. Registration, graduation and other heavy work periods will require additional hours. Some weekend work may be required.

Qualifications: Bachelors degree required.

A minimum of one year experience in student services at the post-secondary level is required. Internships of related experience may be accepted in lieu of the preferred experience.

Ability to work in a variety of work settings on an "as needed" basis.

Ability to work independently using good judgment, analytical skills, and problem solving skills while adhering to college procedures and policies.

Establish and maintain effective relationships with students, faculty, staff, administration and the general public.

Work effectively with traditional, non-traditional, and multicultural post-secondary students and prospective students.

Exhibited skill in interpersonal relations, verbal and written communications.

Some financial aid experience preferred. Demonstrated experience in

Admissions, Advising, and/or Financial aid preferred.

Knowledge of federal and state financial aid regulations a plus.

Ability to maintain accurate and auditable financial aid records.

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