

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.”

Financial Aid Advisor I

Posting Date: October 30, 2009

Location: Primarily Greensboro Campus, requires travel to all 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:

Advise students regarding financial aid applications, awards, eligibility for all federal, state, and local financial aid programs within the requirements of federal and state regulations, and miscellaneous matters. Package eligible aid applicants with the proper amounts of federal and state grant programs, within the requirements of federal and state regulations, using the college's computer software (Datatel Colleague) on an as-needed basis. Assist in the administration of procedures and practices to assure compliance with federal regulations and audit requirements as specified by the United States Department of Education, the North Carolina Educational Assistance Authority, and the North Carolina Community College System; This position requires an established schedule at both the High Point and Greensboro campuses and occasional duties at the Jamestown campus. Travel between all GTCC campuses is necessary, but primary office would be located on the Greensboro campus.

Qualifications:

Bachelor's degree required.
Some financial aid experience preferred.
Knowledge of federal and state financial aid regulations a plus.
Ability to maintain accurate and auditable financial aid records.
Ability to use a personal computer.
Excellent oral and written communication skills.
Ability to maintain confidentiality of student records.
Departmental work hours are from 8am to 6pm, Monday through Thursday and 8am to 5pm on Friday, and requires a flexible work schedule.
Registration, graduation, and other heavy work periods will require additional hours. Evening and weekend work may be required.

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