

Financial Aid Advisor

- Position:** Position is a full-time, twelve-month appointment beginning immediately.
- Description:** The Financial Aid Advisor reports to the Vice President of Student Services/Registrar and is responsible for the delivery of student financial aid programs/services to current and potential students. This includes obtaining, processing, packaging, and providing student financial aid information in compliance with current federal, state, and institutional regulations.
- Qualifications:**
- ▶ Bachelor's degree required
 - ▶ Demonstrated ability to communicate effectively with students, third-party agencies, parents, and students
 - ▶ Excellent organizational and interpersonal skills
 - ▶ Flexible scheduling to include daily and/or overnight travel
 - ▶ Requires strong oral and written communication skills
 - ▶ Strong computer skills, demonstrated knowledge of general office procedures, and direct student relations experience is a plus
 - ▶ A positive, enthusiastic personality
 - ▶ Ability to work independently as well as a member of a team
- Responsibilities:**
- ▶ Assists in the registration process by completing deferment forms, collecting required institutional forms, and disseminating aid information for all sources of financial aid
 - ▶ Performs general duties including meeting with students and parents concerning the financial aid application process, types of aid available, and deadlines for completing required forms
 - ▶ Maintains database files and processes an assigned group of Title IV applicants including: verification, EdExpress correction submission, awarding, and transfer tracking
 - ▶ Maintains semester, annual, and historical data reports
 - ▶ Maintains, requests, and orders internal institutional forms and FAFSA applications as needed
 - ▶ Assists with annual handbook/catalog updates
 - ▶ Assists with monthly budget reconciliation
 - ▶ Counsels with current and prospective students regarding student financial aid application, transfer, and graduation requirements
 - ▶ Provides support counseling to students regarding financial aid program requirements, satisfactory academic progress requirements, loan/grant repayment guidelines, and institutional/third-party funding guidelines
 - ▶ Participates in off-campus registration providing all services relating to financial aid application, processing, and deferment

- ▶ Internal processing includes initial ISIR letter generation, processing, verifying, and awarding student financial aid for a specified caseload

Responsibilities (Cont'd)

- ▶ Prepares and executes financial aid presentations as requested
- ▶ Imports/exports Federal and institutional database updates/corrections. Processes Return to Title IV calculations
- ▶ Updates institutional forms annually
- ▶ Some after-hours work is required.
- ▶ Performs/assumes other responsibilities and tasks at the direction of the Vice President of Student Services/Registrar.

Salary:

Salary is determined by education and experience as defined on the Salary Placement Schedule. A generous fringe benefits package is included.

**Application
Deadline:**

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

**Application
Procedures:**

To apply, send completed ANC application, letter of interest, resume, references, and transcripts to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Call (870) 762-3121 or email cwilf@smail.anc.edu for more information.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

**Date of
Announcement:**

January 26, 2012

ANC is an affirmative action, equal opportunity employer.