

## Financial Aid Advisor

**Position:** Position is a full-time, twelve month position beginning immediately. The Financial Aid Advisor reports to the Director of Financial Aid 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. This position is under the division of Student Affairs.

**Qualifications:**

- Bachelor's degree is required.
- Demonstrate ability to communicate effectively with students, parents, and third party agencies.
- Excellent organizational and interpersonal skills.
- Flexible scheduling to include daily and/or overnight travel.
- Strong oral and written communication skills.
- Demonstrate computer, office, and student relation skills.
- A positive enthusiastic personality.
- Ability to work independently as well as a member of a team.
- Ability to develop and understand a comprehensive financial aid plan.

**Responsibilities:**

- Assists in the registration process by completing deferment forms and collecting required institutional forms, and disseminating aid information for all sources of financial aid.
- Meets with students and parents regarding financial aid processes, types of aid available, and deadlines.
- Processes an assigned group of Title IV applicants: ISIR letters, File Completion, Verification, Corrections, and Awarding.
- Assists with Handbook/Catalog changes.
- Reviews financial aid appeals and counsel with students.
- Work with and process billing for Career Pathways.
- Process financial aid waivers and third party scholarships.
- Assists with Graduation process as needed.
- Default Management: Delinquency letters, updates contact information, and cohort default rate research.

## Responsibilities (*cont'd*)

- Participates in Webinars as available.
- Assists Director of Financial Aid and Associate Vice President of Student Affairs as needed.
- Serves on various ANC committees.
- Prepares and executes financial aid presentations as needed.
- Updates institutional forms as needed.
- Maintains database files and processes.
- Supervises FAFSA filing nights as requested.

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

**Application Deadline:** Review of applications will begin immediately and continue until the positions are 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 [thampton@smail.anc.edu](mailto:thampton@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:** February 5, 2024

*ANC is an affirmative action, equal opportunity employer.*