

FINANCIAL AID SPECIALIST – OTTAWA

Reports to: Director of Financial Aid
Classification: Part-time, 12-month Employee
Pay Status: Hourly, Level IV, Non-exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$12.00 - \$13.00
Revised: March 2019

This position reports to the Director of Financial Aid. Primary functions are to provide support to the office of Financial Aid. Duties include, but are not limited to:

Essential Functions

1. Provide premier quality service to all constituencies of the College;
2. Engage in continuous quality improvement and professional development;
3. Maintain Financial Aid files for each financial aid applicant on the Ottawa campus;
4. Monitor missing documents and update student files;
5. Perform verification on all selected applicants for the Ottawa campus;
6. Assist with and coordinate all scanning for the Financial Aid office at Ottawa;
7. Communicate with students and parents regarding Financial Aid application processes, awarding, aid disbursement, and eligibility;
8. Evaluate and determine payable enrollment status for all Federal Student Aid recipients prior to each Federal Student Aid disbursement;
9. Assist with the disbursement of direct student loans;
10. Other duties as assigned by the Director of Financial Aid.

Required Knowledge, Skills and Abilities

1. Must possess a service mentality toward students, parents, faculty and other staff members.
2. Excellent oral and written communication skills.
3. Ability to work effectively with diverse populations.
4. Excellent organizational skills.
5. Excellent computer skills.
6. Willingness and ability to work as a member of a team.
7. Attention to detail.

Education and Experience

1. Associate's degree plus one to two years' office experience required.
2. Bachelor's degree preferred or high school diploma/GED required plus seven years' office experience in work-related area required.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. No or very limited physical effort required.
3. No or very limited exposure to physical risk.

Application:

Please submit a letter of application, resume with names and phone numbers of five references, unofficial transcripts, and employment application to:

Human Resources Director, Financial Aid Specialist - Ottawa, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers.

Review of applications begins upon receipt.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>