FINANCIAL AID SPECIALIST

Classification: Part-time (28 hours per week) 12-month Employee
Pay Status: Hourly, Level IV, Non-exempt
Fringe Benefits per Board Policy
Starting Salary Range: $17.25 - $18.25

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. Create and maintain Financial Aid files for each financial aid applicant.
4. Track student information and inform students of needed documentation for file completion for all Financial Aid applicants.
5. Create and update Financial Aid Forms each year.
6. Assist with verification processing and financial aid counseling as needed.
7. Administer Veteran's Benefits Program.
8. Implement the Federal Work Study Program. Award complete employment paperwork, and calculate payroll on student employees.
9. Maintain Financial Aid pages on the website and myNeosho.
10. Other duties as assigned by the Director of Financial Aid.
11. Process Kansas Promise Scholarship Applications.

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 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.

Background and Motor Vehicle/Driving Record Checks

All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment.

Application:

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

Human Resources Director, Financial Aid Specialist (Part-time), Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or email to hr@neosho.edu. Employment application available at https://www.neosho.edu/careers.

Review of applications begins upon receipt.

NCCC is an EOE/AA employer

Non-Discrimination

The current non-discrimination policy can be found at:
http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf