



MARION TECHNICAL COLLEGE POSITION POSTING

FINANCIAL AID SPECIALIST

REPORTS TO:	Financial Aid Coordinator	CLASSIFICATION:	Support Staff
ORGANIZATIONAL AREA:	Student Services	WORKING HOURS:	M – F: Flexible
DEPARTMENTAL AREA:	Financial Aid	FLSA STATUS:	Non-exempt
TRAVEL REQUIRED:	0% - 10%	RETIREMENT:	SERS or ARP
OTHER INFORMATION:	Part-time, 25 hours per week – may include some evening and weekend hours.		

POSITION SUMMARY

Under general supervision, assist in the implementation and integrity of support systems within the Financial Aid Office. Provide customer service to internal and external customers by giving relevant information, responding to inquiries, and maintaining communications. In cooperation with the Financial Aid Coordinator exhibit support for the Financial Aid Office, as well as Marion Technical College (the "College").

ESSENTIAL JOB DUTIES, FUNCTIONS AND RESPONSIBILITIES

- 1) Support the Financial Aid Office with processing financial aid and student loan applications. Enter and review data for completeness and accuracy. Assist with loan application and document tracking for students and organize prospective student loan packets. Attend meetings and training to increase knowledge base on Financial Aid laws, regulations, and changes.
- 2) Respond timely to inquiries from students, college staff and customers, while maintaining standards of confidentiality and privacy. Audit student files, contact students for needed data elements, documentation for file completion, and incomplete files.
- 3) Assist with receiving and processing electronic files essential to the operations of the Financial Aid Office. Optimize turnaround time for applications, data entry, document scanning, operation and quality control of loan applications by utilizing PowerFAIDS, the internet, web-based applications, and other types of related software systems. Re-transmit files, as needed, and mail status letters to students.
- 4) Effectively utilize all types of electronic formats to maximize student financial aid awards by using PowerFAIDS, PowerCampus, and other web-based systems and related applications. Develop a thorough knowledge of federal and state governmental and financial institutions laws and regulations for student financial aid.
- 5) Serve as liaison with students, parents, alumni and College employees and faculty for explaining Admissions, Career Services, and Financial Aid functions within the realm of Student Services, as a whole. Attend on or off campus College meetings and participate on committees, as assigned.
- 6) Act as a back-up for area receptionist including, receiving and directing incoming phone calls, greeting and directing visitors and students, and responding to general questions.

QUALIFICATIONS

High School Diploma or equivalent required, Associate degree in Business, Office Administration, or related field preferred. One to two years of general office and strong customer service experience required. Previous experience in higher education and/or financial aid a plus. Any of combination of work experience, training, and/or education equivalent may be accepted.

ADA SPECIFICATIONS

This position is classified as **Staff** - Management, Professional, Administrative, and Support and will perform a wide range of professional and administrative support functions for the college, primarily in an office setting. Further information may be obtained from the Human Resources Office.

DISCLAIMER

Any other duties deemed appropriate may be assigned - The duties and responsibilities defined above are not an all inclusive list, but a general summary of typical duties. Individuals in this position may be asked to perform a wide range of related tasks, within the scope of their education or certification, to ensure that the highest level of educational services are provided. We all share the responsibility of doing whatever is required to make Marion Technical College a great place to be - for an education and for a career.

Marion Technical College provides equal opportunities regardless of race, color, national origin, sex, disability, age, military status or sexual orientation.

APPLICATION INFORMATION

Please submit cover letter, resume/vita and three professional references by mail, fax or e-mail to one of the following below. Review of applications will begin on May 21, 2010 and continue until the position is filled.

Mail: Marion Technical College
Attn: Human Resources
1467 Mt. Vernon Avenue
Marion, OH 43302

E-Mail: employment@mtc.edu

Fax: 740-725-4071