



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

HARTSVILLE

716 McMurry Boulevard East, Hartsville, TN 37074
Phone (615) 374-2147 FAX (615) 374-2149 <http://www.tcathartsville.edu>

POSITION ANNOUNCEMENT FINANCIAL AID SPECIALIST

The Tennessee College of Applied Technology Hartsville is accepting resumes and taking applications for the position of Financial Aid Support Specialist.

MINIMUM REQUIREMENTS:

- Associate Degree; should be business/accounting or related field.
- At least three (3) years of related and successful work. Prior financial aid experience preferred; Banner experience preferred.
- Proficient computer skills and working knowledge of information management systems or ability to master such systems as well as typing; 10-Key and data entry skills; along with strong Microsoft Office skills.
- Strong customer service skills.
- Work with minimum supervision on moderately difficult to complex clerical tasks.
- Ability to effectively analyze and evaluate detailed data.
- Ability to relate and communicate to a diverse faculty, staff, student population and the public.

GENERAL DUTIES: Conducts needs analysis in compliance with federal criteria to determine the relative eligibility of each financial aid applicant. Performs daily Banner Financial Aid processes; resolves data conflicts and over awards; familiar with federal, state, and institutional awarding rules and regulations; provides financial aid counseling to students and parents regarding all aspects of the financial aid process; makes necessary referrals to other student service offices; assists with adjunction of student appeals relating to financial aid; interacts with appropriate outside entities in order to facilitate the student eligibility process; utilizes enhanced internal and external communication systems to inform students about financial aid policy and procedure; assists with reporting function (IPEDS, Gainful Employment, NSLDS, 1098-T processing, etc.) in accordance with federal regulations; coordinates with Business Office and Admissions; assists team members when necessary to enable the success of the Student Services department; maintains professional connections in state and national financial aid organizations; and other duties as assigned. In addition, the ideal candidate will be an enthusiastic team player who is willing to take initiative and go above and beyond the call of duty in a changing work environment and whose career objectives include being a member of a dynamic and growing institution that has a vision to expand its services and increase its offerings to the citizens, businesses and industries in its service area.

SALARY: Commensurate with experience according to Tennessee Board of Regent guidelines; this is a full-time position with full benefits; including health insurance; retirement; 401K; holidays; annual and sick leave. Application deadline is December 31, 2023. Employment applications may be found here: <https://tcathartsville.edu/about/jobs/financial-aid-specialist-2023-11-0>.

Qualified applicants may submit a letter detailing how they meet the requirements for the position, accompanying résumé and application to this address:

Tennessee College of Applied Technology Hartsville
716 McMurry Blvd. East
Hartsville, TN 37074-2028
Or submit via email to Susan.McDonald@tcathartsville.edu

TCAT Hartsville does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by the Tennessee Board of Regents policies with respect to employment, programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Jonathan Smallwood, Vice President, jonathan.smallwood@tcathartsville.edu, 716 McMurry Blvd E, Hartsville, TN 37074. The TCAT Hartsville policy on nondiscrimination can be found at <https://tcathartsville.edu/about/non-discrimination-statement>.

WE BUILD CAREERS.

A Tennessee Board of Regents Institution

An EOE/AA/Title VI/Title IX/ADA Employer