



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

ELIZABETHTON

FINANCIAL AID SUPPORT ASSOCIATE

The Financial Aid Support Associate will work in conjunction with the Financial Aid Service Center of the Tennessee Board of Regents to administer, process and disburse all federal and state financial aid programs, veterans' education benefits and third-party student aid programs.

Minimum Qualifications:

- Associate Degree in a related field from an accredited institution, Bachelor's preferred.
- Minimum of three (3) years of related work experience.
- Minimum of three (3) years Banner experience.
- Prior financial aid experience preferred.
- A working understanding of Verification, Satisfactory Academic Progress, State and Federal Aid Programs.
- Ability to deal tactfully with the public and co-workers.
- Ability to communicate well on a functional level in both written and verbal form.
- Ability to maintain confidentiality.

SKILLS:

- Strong time management skills with the ability to prioritize projects, attend to multiple projects simultaneously and consistently meet deadlines in a complex, fast-paced environment
- Working knowledge of and/or ability to read and accurately interpret state, federal and institutional policies, and guidelines
- Strong math skills required
- Ability to work independently and as part of team
- Strong computer skills utilizing a wide variety of software applications including, but not limited to databases, spreadsheets, word processing, e-mail, etc.
- Willingness to remain current in regulations and policies relating to financial aid programs
- Working knowledge of Banner and federal/state financial aid programs a plus

Responsibilities and General Duties:

- Verification and documentation of student eligibility for aid program
- Calculation and entry of student awards in online student information management system
- Counseling current and prospective students regarding all aspects of financial aid programs and third-party student aid programs
- Resolves data conflicts and performs daily Banner Financial Aid processes.
- Coordination of work study employment and annual work study budget preparation
- Reviewing and verifying student eligibility each term for all aid programs
- Assisting with recruitment activities such as FAFSA Frenzy, new student orientations, etc.
- Other duties as assigned

For consideration, qualified applicants who are interested should submit a detailed resume and TCAT employment application. Applications are available on our website at <http://www.tcatelizabethton.edu/about/jobs-and-employment>. Applications should be submitted to: Tennessee College of Applied Technology - Elizabethton Attention: Casey Robbins 426 Highway 91 N Elizabethton, TN 37643 Casey.Robbins@tcatelizabethton.edu

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