

**NAUGATUCK VALLEY COMMUNITY COLLEGE  
FINANCIAL AID ASSISTANT  
(Community College Professional 14)  
12 Month Tenure Track Position**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Naugatuck Valley Community College

**Minimum Salary:** \$45,787, approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

**Closing Date:** December 8, 2016

**Anticipated Starting Date:** Spring 2017

**MINIMUM QUALIFICATIONS:**

Associate's degree in an appropriately related field together with two years of related experience. Bilingual English/Spanish preferred.

**RESPONSIBILITIES:**

The Financial Aid Assistant assists in the operation of a program of financial assistance to students at the College. The College attracts students with varying financial circumstances and provides grants, loans and work-study jobs as an important element in making it possible for students to enroll. The Financial Aid Assistant is accountable for participating and assisting in the accurate and proper distribution of financial assistance to the College's eligible students. The includes such tasks as: interviewing students, prospective students and parents to explain the process of applying for financial assistance; preparing or assisting in the preparation of applications for assistance, including verification, "c" flags and rejects; monitoring academic performance of aid recipients according to our Satisfactory Academic Progress policy. Tasks also include, but are not limited to, assisting with the VA process, which includes certifying Veterans. May train and lead student and clerical workers. The incumbent will be assigned to the Waterbury campus and will have some responsibility for supporting the Danbury campus. Hours may vary and can include some evenings and weekends. In addition, the incumbent will support Financial Aid events throughout the service region, such as helping with information sessions at area high schools or community centers.

**Application Instructions:**

For complete application instructions, please go to the Naugatuck Valley Community College website at [Financial Aid Assistant Posting](#)

ALL EMPLOYMENT, IF OFFERED, IS CONTINGENT UPON PROOF OF CITIZENSHIP OR EMPLOYABILITY UNDER THE REQUIREMENT OF THE IMMIGRATION REFORM AND CONTROL ACT (IRCA).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.