



# Department of ADMINISTRATIVE SERVICES Job Postings



## Housatonic Community College

### **Financial Aid Assistant** (2 openings)

*This is a professional level position*

**Community College Professional 14**

**Full-time, 12-month, Tenure-track**

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

- Open To:** The Public
- Location:** Housatonic Community College, Bridgeport, CT
- Starting Salary:** \$45,787.00 approximate annual salary, with full benefits package.
- Closing Date:** August 15, 2017
- Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
- Anticipated Start Date:** September 2017
- Minimum Qualifications:** Associate degree in a related field and at least one year of experience working with student financial aid programs and related duties.
- The successful candidate must display:
- Experience with federal, state and private funding sources and their policies and regulations;
  - Knowledge and experience in FAFSA verification and federal loan processes;
  - Strong information technology literacy skills;
  - Excellent interpersonal skills conducive to successful interaction with students, faculty, staff, and the public;
  - Excellent oral and written communications skills; and
  - Ability to collaborate with academic and student services departments.
- Preferred Qualifications:** Knowledge and experience in the use of Banner System, MS Excel and automated financial aid application process.
- General Responsibilities:** The Financial Aid Assistant works under the direction of the Director and Associate Director of Financial Aid. The individual hired will be responsible for participating and assisting in the distribution of financial assistance to eligible FAFSA applicants at the College. This includes: interviewing current and prospective students and parents to explain the process of financial assistance; reviewing applications and verifying student data and "C" codes processes; participating in community outreach to attract students to attend the College; and collaborating with academic and student services departments in contributing to retaining current students; and performing other related duties as assigned consistent with the general scope of the position. The Financial Aid Assistant will be required to serve on assigned committees and/or task forces and attend and participate at convocation and commencement ceremonies, department and special meetings, and state-mandated trainings. Work schedule may include evenings and weekends.
- Application Instructions:** To apply, submit a cover letter and resume to <https://careers.housatonic.edu>.

***INCOMPLETE APPLICATION MATERIALS WILL NOT BE CONSIDERED.***

**All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check.**

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Theresa Eisenbach, Equal Employment Opportunity Officer, 900 Lafayette Boulevard, Bridgeport, CT 06604, (203) 332-5013.

900 LAFAYETTE BOULEVARD, BRIDGEPORT, CT 06604-4704 203/332-5000

A Member of the Connecticut State Colleges and Universities

An Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are encouraged to apply

Posted: July 10, 2017