

HOUSATONIC COMMUNITY COLLEGE

JOB OPPORTUNITY

FINANCIAL AID ASSISTANT - *This is a professional level position*

CCP Level 14, Full-time, Tenure-Track Position

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

Open To: The Public
Location: Housatonic Community College, Bridgeport, CT
Job Posting No: 99781
Hours: 35 hours per week. Work schedule may include evenings and weekends.
Salary: \$41,901.00 approximate annual salary, with full benefits package
Closing Date: Complete application materials must be **RECEIVED** on or before **JANUARY 16, 2012**

MINIMUM QUALIFICATIONS: Associate's degree in an appropriately related field together with at least one year of experience working with student financial aid programs and related duties, or a combination of education, training, and experience which would lead to the competencies required for successful performance of the duties required in the position. Incumbents are required to: be familiar with federal, state and private funding sources and their policies and regulations; have knowledge and experience in FAFSA verification process, federal loan process, strong information technology literacy skills, excellent interpersonal skills conducive to successful interaction with students, faculty, staff, and the public; and have excellent oral and written communications skills.

Knowledge and experience in the use of Banner System, Excel experience and utilizing an automated financial aid application process are preferred.

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 by providing appropriate references.

RESPONSIBILITIES: The Financial Aid Assistant works under the direction of the Director and Associate Director of Financial Aid. The Financial Aid Assistant is responsible for participating and assisting in the distribution of financial assistance to college's eligible students. This includes: interviewing students, prospective students, and parents to explain the process of financial assistance; reviewing applications, verifying student data and "C" codes processes; participating in community outreach to attract and retain qualified students to attend the College; and performing other related duties as assigned consistent with the general scope of the position. Work schedule may include evenings and weekends.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements must submit a **letter of interest, current resume and completed (typed) Connecticut Community College Employment Application*** to:

Human Resources Department
Financial Aid Assistant Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

E-mail: ho-humanresources@hcc.commnet.edu (**8 PAGES OR LESS**)

INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.

**Available online at http://www.hcc.commnet.edu/HR/apps/State_App_Unclass_EEO.doc. Application must be completed in its entirety; references to resume or CV are not acceptable.*

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.