



POSITION: **FINANCIAL AID ASSISTANT** - *This is a professional level position*
Community College Professional 14
12-Month, Tenure-Track Position

ANTICIPATED START DATE: Fall 2014

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.

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 in contributing to retaining students.

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.

PREFERRED QUALIFICATIONS: Knowledge and experience in the use of Banner System, MS Excel and automated financial aid application process.

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. This employee is required to participate in college meetings; commencement and convocation activities as well as special College meetings. Work schedule may include evenings and weekends.

ANNUAL SALARY: \$44,453.00 approximate annual salary, with full benefits package

TO APPLY: Submit a **letter of interest, current resume** and **completed (typed) ConnSCU Board of Regents Employment Application*** to:

INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.

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

NO FAXES PLEASE

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

APPLICATION DEADLINE: Application materials must be **RECEIVED** on or before **August 16, 2014**.

*Available online at http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx.
(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

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 person 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