



SAVANNAH TECHNICAL COLLEGE

Position

Financial Aid Specialist – Direct Lending (Two Positions)

Job Duties

Under the supervision of the Executive Director of Student Financial Services, the Financial Aid Specialist – Direct Lending professional is responsible for:

- Providing counseling services to potential students and students seeking financial aid funding options with regard to attending Savannah Technical College;
- reviewing, evaluating, and performing verification of student records to determine eligibility for federal student aid;
- electronically correcting student applications via FAA Access;
- checking satisfactory academic progress;
- assisting with overall coordination of the Direct Lending Program;
- aiding students with Direct Loan applications, master promissory notes, entrance and exit counseling, debt management, verifications, electronic corrections, and other Direct Loan processing duties.
- Demonstrates trustworthiness and responsible behavior.
- Performs other duties as assigned.

Minimum Qualifications

A bachelor's degree from a regionally accredited college or university, with emphasis in business, education, or a related field and a minimum of one year of work experience in education, business, or a financial aid office. OR an associate's degree and two years of work experience in education, business, or industry. Demonstrated exceptional customer service skills, and ability to work in a high-volume, fast-paced environment required.

Preferred Qualifications

Preference will also be given to applicants with Banner Financial Aid experience, SURFER and/or NSLDS experience. Demonstrated superior oral and written communications skills.

Physical Demands

The employee occasionally lifts or moves objects of a light to medium weight. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. The employee must be able to lift up to 25 pounds. Full range of hand and finger motion is required for data entry purposes.

Salary/Benefits

Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

Application Deadline

For best consideration, applications should be received by **October 14, 2011**. Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: www.savannahtech.edu. Please submit the completed application, cover letter and resume to:

Savannah Technical College
Human Resources Department
5717 White Bluff Road
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration.

Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except those special circumstances permitted or mandated by law). For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or 912.443.3388. Send written compliance related correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.