



VACANCY POSTING NOTICE – April 24, 2026

Title: Financial Aid Advisor II
Salary Range: \$37,944.00
Contract Term Length: 12 Months
Standard Hours: 37.5
Work Location: On-Site
FLSA Status: Non-Exempt
College: Henderson Community College
Department: Student Affairs

Total Rewards

Henderson Community College offers a competitive benefits package and an attractive work environment that supports excellence, innovation, and creativity including:

- Exceptional health care, vision, dental coverage for you and your family
- Tuition reimbursement/waiver for you, your spouse, and dependents
- 403(b) retirement plan: a 5% employee contribution receives a 10% employer match
- Vacation/Sick Time
- Work-Life Balance
- 9.5 Paid Holidays
- 2 Weeks Institutional Closing Pay (Last 2 weeks of December) for qualifying positions
- Employee Assistance Program

Job Summary

Manages and administers financial aid programs for students and ensures compliance with institution and funding agency requirements.

Job Duties:

- Manages and administers financial aid programs for students and ensures compliance with institution and funding agency requirements
 - Provides advice and counsel to students regarding available financial aid opportunities, eligibility requirements, and the application process
 - Packages and awards financial aid funds to students
 - Supports institutional scholarship application awarding processes
 - Conducts financial aid presentations for various groups, hosts external financial aid workshops on campus, and works with area high schools and outside agency counselors.
 - Serves on appropriate committees.
 - Other duties as assigned.
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Minimum Qualifications:

- Bachelor's degree in a related field or equivalent years of experience; two to four years of related experience.
- Experience working with students or adults from diverse backgrounds, including underprepared, low-income, and underrepresented populations.
- Excellent interpersonal, writing, data management, with a strong software knowledge base, and customer service skills
- Ability to plan, organize, and implement events and day-to-day operations/duties.
- Demonstrates and facilitates team spirit in the department and community.

Preferred Qualifications:

Financial Aid Experience

PeopleSoft

Experience in Higher Education

Application Deadline: Open until filled; will begin reviewing applications on May 1st.

To Apply: Please visit our website to make application online: <https://careers.kctcs.edu/Henderson>

In addition, please upload your resume.

Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed.

Employee Rights - Employee Polygraph Protection Act

Equal Opportunity Employer - The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.
