



VACANCY POSTING NOTICE – June 5, 2024

Official Title of Position: Financial Aid Advisor III
Working Title of Position: Assistant Director of Financial Aid
Department: Student Services
Annual Salary: \$41,880 – 12-month contract - 9
Work Location: On-Site

Position Duties/Responsibilities:

- Administers financial aid operations for the college; assists in providing updates and assistance with student and PeopleSoft obstacles; provides students with technical assistance for various computer programs; works with other offices in reconciliation processes, cancellation, and registration.
- Provides counseling and assistance to students about various types of educational funding, probation, suspension, and satisfactory academic progress for Financial Aid; SAP appeals; return to Title IV issues; liaison for students with other internal and external offices.
- Assists with the colleges default management efforts.
- Conducts financial aid presentations for various groups, hosts external financial aid workshops on campus, works with area high schools and outside agency counselors.
- Work with Registrar's Office to review and resolve program applicability.
- Process request for recalculation and dependency overrides. Request additional information when necessary. Make changes to FAFSA and aid package when appropriate. Notify students of decisions and changes to aid package.
- Serves on appropriate system-level or local college committees.
- Other duties as assigned.

Position Requirements:

- Bachelor's degree (Education with focus on Counseling, Business Administration, Student Affairs, or related field), and two years related experience, or equivalent.
- Financial Aid administration experience is required.
- Experience working with students or adults from diverse backgrounds including underprepared, low-income, and underrepresented populations.
- Excellent interpersonal, writing, and customer service skills
- Ability to plan, organize and implement events and day-to-day operations/duties.
- Demonstrates and facilitates team spirit in department and community.

Preferred Requirements:

- Master's degree (Counseling, Business Administration, or related), and three years related experience, or equivalent.
- Experience with Peoplesoft or Banner based applications.

Application Deadline: Open until filled; will begin reviewing applications on June 14, 2024.

To Apply: Please visit our website to make application online:

<https://careers.kctcs.edu/Henderson>

In addition, please upload a letter of interest, resume and transcripts.

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

KCTCS offers an attractive work environment that supports excellence, innovation and creativity. This position is a full-time, term-contraction is a full-time, term-contract position, with the expectancy of continuance based on performance. KY law requires state and national pre-employment background checks as a condition of employment.

The Kentucky Community and Technical College System is an equal educational and employment opportunity institution and does not discriminate on the basis of; race, religion, color, sex, gender identity, gender presentation, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non-merit-based factor.
