



VACANCY POSTING NOTICE – January 29, 2025

Official Title of Position: Financial Aid Advisor II – Band 8 – Non-Exempt
Department: Student Services
Annual Salary: \$37,944
Work Location: On-Site

Position Duties/Responsibilities:

- 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.

Position Requirements:

- Bachelor's degree in a related field or equivalent years of experience; two to four years related experience. Financial Aid Experience Preferred.
- 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.

Application Deadline: Open until filled; will begin reviewing applications on February 5, 2025.

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.