

Please Note: If you are applying for more than one position, please submit a separate, complete application



## INTENT TO EMPLOY

**Posting Date: November 29, 2021**

**Position:** Financial Aid Information Analyst

**Minimum Qualifications:**

1. Bachelor's degree **required**.
2. Three years of working knowledge of information technology system and service requirements associated with the student financial aid management **required**.
3. Three years of full-time related work experience in the higher education and federal/state financial aid programs preferred.
4. BANNER experience **preferred**.

**Job Functions:**

Manage information technology support for the Office of Financial Aid and Veterans Affairs which administers student financial assistance programs including scholarships, grants, loans, veteran funds and college work student programs. Prepare reports and statistical recordkeeping techniques. Act as a liaison to the Director of Financial Aid. The employee will:

1. Create methods for meeting the needs of the Financial Aid Department and improve efficiency using technology.
2. Lead system testing/implementations for the Financial Aid office.
3. Lead review of business processes and practices; anticipate new and changing requirements; identify areas for improvement; and recommend optimization strategies.
4. Work closely with the College's Information Technology Department to design, test and maintain reports, queries and dashboards within the systems and third-party applications to deliver and deploy timely and actionable business intelligence to support end users and officers.
5. Review and outline all system release guide for the financial aid department.
6. Perform complex analytical reports and technical work in relation to various computer applications, database, and systems.
7. Conduct research and implement new practices relating to student communication and the completion of student financial aid requirements.
8. Conduct research and resolve problems in relation to processes, and monitors processes to determine areas for improvement.
9. Create and maintain functional information sheets, training guides and provide training and technical support to department staff to enhance their knowledge of the databases and other appropriate software applications.
10. Respond to request for queries from the college database system, gathers, compiles and performs initial data analysis data analysis; develop systematic documentation of computer applications written for the Financial aid and Veteran affairs offices.
11. Research and analyze student data to support and justify the verification sampling for participation in the Quality Assurance Program with the Department of Education.
12. Manage the ongoing upgrades and testing of the financial aid management system within the College's Enterprise Resource Planning (ERP) System.
13. Serve as a liaison to the College's Information Technology Department regarding implementation of new mandates and policies from the Department of Education.
14. Assist students with the completion of financial aid applications and inform them of the procedures for applying for aid.
15. Prepare correspondence to students regarding pertinent financial aid information, updates, and changes as needed.
16. Perform other duties as assigned.

**Salary:** \$46,838.00 - \$61,993.00 based on ACCS Board of Trustees Salary Schedule E1/02 and experience.

**Application Deadline:** 4:30 p.m., December 13, 2021

**Application Procedure:** An application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources)

**"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

**Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7764 or 856-7899  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. **Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.**

**EQUAL OPPORTUNITY EMPLOYER**