

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



INTENT TO EMPLOY
Posting Date: December 1, 2021

Position: Financial Aid Information Specialist “Shelby Campus”

Minimum Qualifications:

1. Associate degree **required**.
2. Minimum of one (1) year of full-time **related** work experience **required**.

Primary Purpose:

To perform a variety of functions in the Financial Aid office which includes providing information to students applying for aid and to various external agencies, establishing files for financial aid applicants, and processing grant applications. The employee will:

Job Functions:

1. Assist students with the completion of financial aid application and inform them of the procedures for applying aid.
2. Prepare files for students applying for financial aid.
3. Track documents which applicants have placed on file and evaluate students’ files to determine whether additional documents are needed.
4. Communicate with students about requested documents.
5. Review daily files and process documents in a timely manner.
6. Process student files and complete verification of Student Aid Reports if required.
7. Index completed student files in Xtender.
8. Review incoming financial aid transcripts to determine student’s eligibility for aid.
9. Perform data entry as required to make Grant, Loan, FSEOG and scholarship awards.
10. Perform the various reporting and processing functions.
11. Perform other related duties as assigned.

Salary: \$31,698.00 to \$46,854.00 ACCS State Board of Trustees Salary Schedule E3/05 and experience.

Application Deadline: 4:30 p.m., December 15, 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, and from an accredited Institution**.
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. **Remember that the work experience verification completion is your responsibility.** Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (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.**