

## Financial Aid Advisor

**Position:** Position is a full-time, twelve month position beginning immediately. The Financial Aid Advisor reports to the Director of Financial Aid and is responsible for the delivery of student financial aid programs/services to current and potential students. This includes obtaining, processing, packaging, and providing student financial aid information in compliance with current federal, state, and institutional regulations.

### Qualifications:

- Bachelor's degree required
- Demonstrate ability to communicate effectively with students, parents, and third party agencies.
- Excellent organizational and interpersonal skills
- Flexible scheduling to include daily and/or overnight travel
- Strong oral and written communication skills
- Demonstrate computer, office, and student relation skills
- A positive enthusiastic personality
- Ability to work independently as well as a member of a team

### Responsibilities:

- Assists in the registration process by completing deferment forms and collecting required institutional forms, and disseminating aid information for all sources of financial aid
- Meets with students and parents regarding financial aid processes, types of aid available, and deadlines
- Processes an assigned group of Title IV applicants: ISIR letters, File completion, Verification, Corrections, Awarding
- Assists with Handbook/Catalog changes
- Participates in off-campus registration
- Reviews financial aid appeals and counsel with students
- Assists with Graduation process as needed
- Default Management: Delinquency letters, updates contact information, and cohort default rate research
- Participates in Webinars as available
- Assists Director of Financial Aid and Vice President of Student Affairs as needed
- Serves on various ANC committees
- Prepares and executes financial aid presentations as needed
- Maintains a understanding of the ANC Foundation

## **Responsibilities (*cont'd*)**

- Processes several State grant opportunities
- Updates institutional forms as needed
- Maintains database files and processes

**Salary:** Salary is determined by education and experience as defined on the Salary Placement Schedule. A generous fringe benefit package is included.

**Application Deadline:** Review of applications will begin immediately and continue until the positions are filled. Interviews may occur throughout the application period.

**Application Procedures:** To apply, send completed ANC application, letter of interest, resume, references, and transcripts to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Call (870)762-3121 or email [anc-hr@smail.anc.edu](mailto:anc-hr@smail.anc.edu) for more information.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

**Date of Announcement:** February 5, 2019

*ANC is an affirmative action, equal opportunity employer.*