

OFFICE OF HUMAN RESOURCES
803-981-7259
803-327-8037
803-981-7711 FAX

POSITION: Financial Aid Counselor for State Programs & Satisfactory Academic Progress (Student Services Program Coordinator II)- Enrollment Services

STARTING SALARY: Actual starting salary will be commensurate with experience. Position# 019239 (Class CB70/Slot 0018/Band 05) State Salary Range (\$34,331.00-\$63,524.00)

MINIMUM TRAINING AND EXPERIENCE: Bachelor's Degree; and two (2) years of direct experience in Financial Aid. Master's Degree preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge/experience with Satisfactory Academic Progress enforcement preferred. Direct experience in Financial Aid, with extensive knowledge of federal regulations, financial aid processing requirements. Experience working with diverse student populations. Experience with on-line student information systems and personal computers required. Knowledge of Ellucian Colleague (of banner), COD and NSLDS. Strong organizational and interpersonal skills required. Ability to understand and appreciate cultural diversity. Ability to establish and maintain effective working relationships with students, parents, faculty, staff and the general public both orally and in writing. Knowledge of Title IV & State program guidelines governing financial aid. Excellent oral & written communication skills with ability to offer clear, concise oral presentations; and ability to collaborate and promote teamwork. Ability to work independently & effectively & coordinate a variety of simultaneous tasks. Background in regulations governing financial aid assistance available for students on the federal, state, and local levels. Possess tact, energy, flexibility, and resourcefulness and the ability to adjust in stressful situations. Ability to work periodic evenings and weekends and periodic travel to Off-Campus Centers in service area. Occasional overnight travel may be required. Ability to work flexible hours as needed to meet job demands.

SPECIFIC DUTIES

1. Manages and processes assigned caseload of new and returning students, providing financial aid customer service, counseling, and processing support. Includes processing of awards for financial aid applicants through the College's and DOE's electronic processing systems. Includes processing applications and corrections, tracking and coding documents, generating tracking letters and award notifications, awarding and packaging funds, adjusting origination and disbursement records, and calculating Return of Title IV.
2. Provides functional leadership and serves as primary point of contact for the College's Satisfactory Academic Success Program. This includes processing, reporting, communication, and compliance.
3. Serves as the primary verification processor and performs routine internal audits and file review for compliance for assigned student population. Reviews deregistration reports for assigned student population. Counsels students needing enrollment services.
4. Conducts financial aid presentations, serves on committees requiring financial aid expertise, and coordinates assigned special projects as assigned. Conducts and/or participates in cross-training to deliver and maintain knowledge and skills required to provide quality customer service to students. Provides on-site support at Off-Campus Center sites within the College's service area as assigned. Performs other duties as required.

To apply, please complete an on-line employment application at www.yorktech.edu/hr or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until May 25, 2022.

**YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.
SOUTH CAROLINA LAW PROHIBITS EMPLOYMENT DISCRIMINATION BASED ON: RACE, COLOR, RELIGION, NATIONAL
ORIGIN, SEX, INCLUDING PREGNANCY & CHILDBIRTH (FOR RELATED MEDICAL CONDITIONS), AGE, OR DISABILITY.
PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS
DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE EMPLOYER.**

