



Job Title: Financial Aid Officer
2018-2019 School Year

Job Type: Certified, 260 Days; Benefits

Location: Adult Education

Salary Schedule: Officer Salary

Reports To: Director of Adult Education

Description: The Adult Education Financial Aid Officer is responsible for all state and federal financial aid administration, coordination, and policies. Prepares, processes, and maintains financial aid applications and records for the Adult Education Department, the US Department of Education and submits all required data for IPEDS (Integrated Post-Secondary Education Data System) and other accrediting and oversight agencies

Qualifications: Associate degree preferred, Prior comprehensive experience in financial aid processing and customer service required, or equivalent combination of education and experience. Federal Student Aid training preferred.

Start Date: August 1, 2018

Application Deadline: June 29, 2018

Apply To: Resumes may be emailed to humanresources@c-tec.edu
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