

Fayetteville Technical Community College

EMPLOYMENT OPPORTUNITY

POSITION VACANCY: Part-time Financial Aid Accounts Technician, Job #11-90

Fayetteville Technical Community College is seeking qualified applicants for this part-time position. The ability to effectively evaluate loan applicant files and to determine financial aid eligibility is critical to experiencing success in this position. Expertise in student financial aid programs is essential to this position. Qualified candidates will possess excellent computer skills, demonstrate evidence of a career that includes flexibility and willingness to change; open-mindedness, fairness and the ability to see multiple perspectives; a willingness to take risks, and willingness to accept responsibility for professional and personal growth.

DUTIES: The successful candidate will:

- Verify and analyze account information.
- Participate in the researching of complex problems and discrepancies in students' records.
- Interpret and explain College policies and procedures relating to financial aid.
- Communicate effectively in verbal and written form.
- Explain College policies and procedures related to assigned accounts.
- Process financial aid awards, input data, assign account codes, make entries of adjustment, and balance assigned funds and accounts.
- Provide financial aid and loan counseling support to students.
- Prepare financial aid reports related to assigned area of responsibility.
- Answer questions, advise, and coordinate with other departments and outlying locations regarding financial aid awards, activities, transactions, and related policies and procedures.

QUALIFICATIONS: **Minimum Requirements:** Associate Degree in Business, Finance or Accounting. Must have strong skills in Microsoft Office (Excel and Word). Extensive experience, well documented in the application packet, may be considered in lieu of the degree requirement. **Preferred:** Experience with Datatel. Bachelor's degree in Business, Finance, or Accounting.

SALARY: Based on College part-time salary scale.

CLOSING DATE: February 20, 2012

APPLICATION PROCEDURE: A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of **ALL** college transcripts, must be received in the Human Resources Office by **4:00 p.m.** on the closing date to be considered. Degrees **MUST** be from a regionally accredited institution that is recognized by the Department of Education. Transcripts **MUST** show degree earned and date conferred. **A resume will not be considered in lieu of an FTCC application.**

COLLEGE & COMMUNITY INFORMATION: FTCC, North Carolina's third largest community college, is located in Cumberland County, NC, population of approximately 314,000, and is home to the Airborne and Special Operations Museum, Cape Fear Botanical Gardens, Museum of the Cape Fear, and wineries. The area is a mecca for hiking, fishing and golf enthusiasts. Downtown Fayetteville has undergone a trendy revitalization to include restaurants, boutiques, art galleries, community theaters, the Fayetteville Symphony, town homes and condo living. Proximity to the ocean is 2 hours and 3.5 hours to the mountains. The Cumberland County School System has many award winning schools and was named a 2008 first place winner by the American Board Association in the National Magna Awards Program. Cumberland County is also located in "The All American Defense Corridor" and is home to the US Army's Fort Bragg. This area is experiencing huge expansions in population, available jobs, research and development due to the Base Realignment and Closure (BRAC), which will make Fort Bragg the largest Army post in the US. It is anticipated that by year 2013, 54,000 new jobs will be created which will significantly affect economic development and the growth and expansion of FTCC. For more information, please visit the College's website at <http://www.faytechcc.edu/>.

POSTING DATE: February 1, 2012

**RETURN COMPLETED APPLICATION PACKET TO:
HUMAN RESOURCES OFFICE**

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

PO BOX 35236, FAYETTEVILLE, NC 28303

Phone: (910) 678-8378 Fax: (910) 678-0029

Applications may be downloaded at: <http://www.faytechcc.edu>

FTCC is a Career Readiness Certificate Preferred Employer

AN EQUAL OPPORTUNITY EMPLOYER