



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

CRUMP

POSITION ANNOUNCEMENT COORDINATOR OF STUDENT SERVICES/FINANCIAL AID

The Tennessee College of Applied Technology Crump is accepting applications and resumes' for the position of Coordinator of Student Services/Financial Aid.

Minimum Qualifications:

- Bachelor's degree plus 5 years of experience in financial aid and student services
- Working knowledge of institutional, federal, and state financial aid programs
- Ability to counsel and provide high quality customer service to currently enrolled and prospective students
- Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others
- Working knowledge of Ellucian Banner
- Supervisory experience and the ability to build and lead a cohesive and high functioning team

General Duties:

The Coordinator of Student Services/Financial Aid is primarily responsible for the administration of Federal, State and special financial aid programs to include but not limited to PELL, SEOG, VA, Voc. Rehab, TSAC, WNTSG, WIOA, TN Promise, TN Reconnect and last dollar local funding. In addition, this position compiles, maintains and submits reports as mandated by the Department of Education, State Agencies, and COE. The Coordinator of Student Services/Financial Aid is responsible for the supervision and leadership of the Student Services Department and responsible to the Director for the efficient and effective operations of all aspects of the department which includes: financial aid, student records, counseling, job placement, admissions, bookstore operations, testing and recruiting.

Responsibilities:

The Coordinator of Student Services/Financial Aid is the Supervisor responsible for conducting and/or managing Student Service's personnel to perform the following: Counseling new and existing students concerning financial aid and assisting them in the application process; coordinates award and expenditure request with the Business Office to ensure accurate distribution of awards to students; compiles and submits all required financial aid reports, requests for refunds, fund reconciliations, and fund distributions pursuant to financial aid at the local, state, and federal level; researches and drafts operational policies as needed to ensure compliance with Federal, State, and TBR mandates pursuant to overall Student Services accountabilities; oversees and participates in the compilation and submission of quarterly and annual reports such as IPEDS, COE, Student/Alumni/Employer Satisfaction Surveys, etc.; assists the College's dual enrollment program functioning as the secondary liaison between the secondary schools and TCAT faculty; works with the Director and Assistant Director to coordinate the student counseling program ensuring compliance with applicable laws, rules, and

regulations; schedules the work of personnel assigned to Student Services to best utilize time and provide timely service to TCAT Crump's students; oversees the selection and scheduling of new students including notification and orientation; coordinates the planning and execution of term award ceremonies and College graduation; facilitates College recruiting initiatives with the general public, as well as working with high schools in TCAT Crump's service delivery area.

Salary: Commensurate with education and experience and according to the Tennessee Board of Regents and Tennessee Colleges of Applied Technology guidelines.

Qualified applicants should submit a Cover Letter, Resume' and a TCAT Crump Application (available at www.tcattrump.edu). Review of applications will begin immediately and will continue until the position is filled. Submit applications to: Tennessee College of Applied Technology Crump, PO Box 89, Crump TN 38327.

The Tennessee College of Applied Technology Crump is a TBR institution; is an EOE/Title IX/Title VI/ADA Employer; and does not discriminate on the basis of race, color, religion, creed, ethic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the Board. The following person has been designated to handle inquiries regarding the non-discrimination policies: Henrietta Lusk, Assistant Director, PO Box 89, Crump TN 38327.