



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

—MCMINNVILLE—

## POSITION ANNOUNCEMENT FINANCIAL AID OFFICER

The Tennessee College of Applied Technology - McMinnville is accepting applications for a Financial Aid Officer.

### QUALIFICATIONS:

- Bachelor's Degree (preferred) with emphasis in accounting, business, or finance.
- Associate Degree in accounting, business, and extensive experience will be considered.
- Knowledge of Financial Aid programs including PELL, TSAA, SEOG, TN Lottery Scholarship, TN Promise, and TCAT Reconnect.
- Demonstrate proficiency in oral and written communications.
- Evidence of ability to plan, organize, and manage multiple tasks with attention to details and accuracy.
- Able to analyze and solve simple and complex problems.
- Excellent computer skills and be proficient with Microsoft Office, eGrands, EDEExpress, and EDConnect.
- Proficient in computerized accounting systems and software programs.
- Strong customer service skills.
- Must have the ability to handle stress, deadlines, and multiple tasks; must have people skills; must have basic knowledge of bookkeeping principles.

### RESPONSIBILITIES AND GENERAL DUTIES:

- Coordinate financial aid programs including PELL, TSAA, SEOG, TN Lottery Scholarship, TN Promise, and TCAT Reconnect.
- Review student aid file to determine financial need and ensure aid is awarded according to Federal, State and Institutional regulations and policies.
- Perform verification and conflicting data resolution.
- Process terminations and Return of Title IV funds & reconciliation of financial aid accounts.
- Monitor and evaluate student progress to determine continued eligibility.
- Compile and complete financial aid reports in a timely manner.
- Prepare check requests for financial aid disbursements.
- Attend Federal and State workshops, conference, and in-service activities.
- Prepare financial and personnel reports as requested.
- Perform account reconciliations.
- Balance and maintain financial aid spreadsheets for financial aid programs (PELL, SEOG, TSAA, TN Lottery Scholarship, TN Promise, and TCAT Reconnect).
- Set up College Work Study activities for eligible students.
- Performs other duties as assigned that support the overall objective of the position.

**SALARY:** In accordance with guidelines established by the Tennessee Board of Regents and Tennessee Colleges of Applied Technology.

**APPLICATION DEADLINE:** Review of applications will begin immediately and will continue until the position is filled.

**APPLICATION PROCEDURE:** Qualified applicants should submit a cover letter, resume, and a completed TCAT McMinnville application (available at [www.tcatmcminnville.edu/tcat-application-employment](http://www.tcatmcminnville.edu/tcat-application-employment)) to:

Tennessee College of Applied Technology - McMinnville

Attn: Donna Thompson

241 Vo-Tech Drive

McMinnville, TN 37110

[donna.thompson@tcatmcminnville.edu](mailto:donna.thompson@tcatmcminnville.edu)

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