



Notice of Vacancy

Location of Position: Perkinston, Mississippi

<p>Position Available: Financial Aid Office Manager</p>	<p>Classification: Staff</p>
<p>Date Position Available: November 11, 2009</p>	<p>Salary Scale: Staff Category IV</p>
<p>Qualifications & Experience:</p> <p>MANDATORY: (M1) Associates degree in Business, Education, Office Technology or related field from a regionally accredited institution of higher learning (must provide official transcript); (M2) Two years of managerial work experience involving public contact; (M3) Excellent written, interpersonal communication and customer service skills; (M4) Proficiency in Microsoft Office Suite and Outlook.</p> <p>DESIRABLE: (D1) Bachelors degree; (D2) Professional experience working in with students in at the post secondary level; (D3) Four years of experience working with financial aid in a post secondary institution; (D4) Experience using SCT Banner Student Module</p>	
<p>The College: The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.</p> <p>State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill, and adult continuing education programs.</p>	
<p>Application Information & Deadline</p>	
<p>For additional information on the position, contact:</p> <p>Torrence A. McKnight, Sr., Ed.D Director of Financial Aid MGCCC – Perkinston Campus P.O. Box 548 Perkinston, MS 39573 (228) 896-3886 E-mail: torrence.mcknight@mgccc.edu</p>	<p>Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:</p> <p style="text-align: center;"><u>October 22, 2009</u></p> <p>Mail all documents to: Human Resources Office PO Box 609 Perkinston, MS 39573-0067 human.resources@mgccc.cc.ms.us</p>
<p style="text-align: center;">Job Listing Web Address: www.mgccc.edu</p> <p>Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age, or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the Central Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.</p>	



JOB DESCRIPTION
Financial Aid Office Manager

GENERAL STATEMENT OF FUNCTION

The Perkinston Campus Financial Aid Office Manager reports directly to the Director of Financial Aid. The Financial Aid Office Manager provides services and resources to assist students and parents in meeting their financial needs in a timely fashion to secure a quality education.

QUALIFICATIONS & EXPERIENCE

MANDATORY REQUIREMENTS

1. Associates degree in Business, Education, Office Technology or related field from a regionally accredited institution of higher learning (must provide official transcript);
2. Two years of managerial work experience involving public contact;
3. Excellent written, interpersonal communication and customer service skills;
4. Proficiency in Microsoft Office Suite and Outlook.

DESIRABLE REQUIREMENTS

1. Bachelors degree;
2. Professional experience working in with students in at the post secondary level;
3. Four years of experience working with financial aid in a post secondary institution;
4. Experience using SCT Banner Student Module.

GENERAL DUTIES

1. Produces letters, reports, minutes, and other related forms from rough drafts, corrected copy, dictated notes or transcribing machine recordings, requiring initiative and judgment to plan, organize and properly format.
2. Maintains an accurate and complete filing system.
3. Processes telephone calls in an effective and efficient manner.
4. Utilizes word processing skills.
5. Maintains an effective working relationship with college personnel, students and the community.
6. Upgrades skill level and performance through staff development.
7. Keeps informed of college and campus policies and procedures.
8. Demonstrates exceptional adherence to work schedules and policies as exemplary performance for co-workers.
9. Performs other duties as assigned by appropriate personnel.

SPECIFIC DUTIES

1. Prepare computer generated reports, correspondence and forms for office use.
2. Maintain inventory of applications, consumer materials, forms and supplies for the office.
3. Maintain confidentiality of student applicant information and activities within the financial aid office.
4. Monitor third party payments and other outside awards to insure over awards do not occur
5. Assist the Director with monitoring satisfactory academic progress standards and enrolment status changes.
6. Assist the Director with counseling students, parents, and the public concerning specific eligibility for federal, state, institutional, and privately funded programs of financial aid.
7. Assist in the coordination of the student worker program for placement, recordkeeping, and monthly payroll



activities.

8. Assist in the reconciliation of awards and disbursements for state and federal financial aid programs.
9. Maintain effective working relationship with students, college personnel, community and outside agencies.
10. Manage the office in the absence of the Director.
11. Handles telephone calls in a friendly, effective and efficient manner and answer questions and refer calls properly concerning financial aid.
12. Maintain knowledge of all financial aid policies and procedures.
13. Supervise financial aid office student workers.
14. Assist with file setup, prescreening of applications for awards and electronic processing and registration processes.
15. Maintain accurate and complete financial aid records for students and coordinate the retention of records.
16. Utilize the SCT BANNER administrative software and other appropriate software to support office procedures.
17. Assist in the electronic processing of financial aid as assigned by the Director.
18. Respond to telephone inquiries, walk-ins, and requests for information in a friendly, effective and efficient manner.
19. Maintain effective contact with business services personnel in resolving awards and disbursements to students.
20. Perform duties in a multi-task environment with minimum supervision, initiative, good organizational skills and proficient verbal communication skills.
21. Create and Maintain Return of Title IV records for federal aid recipients who officially and unofficially withdraw from college.
22. Assist the director in serving as a liaison with coaching staff in completing athletic files and monitoring awards to insure compliance with MACJC athletic rules.
23. Train and supervise student workers in the financial aid office.
24. Process EDE data in the absence of the Program Specialist and ELM data in the absence of Secretary.
25. Assist the Director in the evaluation of the office procedures, identification of training needs, and management of customer service issues.
26. Perform other duties as assigned by the Director of Financial Aid or Dean of Student Services.