**Notice of Vacancy**

**Location of Position:** Jefferson Davis Campus, Gulfport, Mississippi

<table>
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<tr>
<th>Position Available:</th>
<th>Classification:</th>
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<td>Financial Aid Secretary II</td>
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<tr>
<th>Date Position Available:</th>
<th>Salary Scale:</th>
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<tr>
<td>September 16, 2013</td>
<td>Salary based on experience and education</td>
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**Qualifications & Experience:**

**MANDATORY:** (M1) Minimum of an Associate Degree from an accredited institution. (M2) Two years of customer service experience. (M3) Training and/or experience in the operation of personal computers. (M4) Effective communication skills (written and oral) with the ability to work directly with the public.

**DESIRABLE:** (D1) Experience in financial aid in a community college or college/university setting. (D2) Experience using SCT Banner or other administrative software. (D3) Experience working with an electronic imaging software. (D4) Proficient with use of internet, e-mail and word processing.

**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.

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.

**Application Information & Deadline**

For additional information on the position, contact:

Jason Beverly  
Dean of Student Services  
MGCCC – Jefferson Davis Campus  
2226 Switzer Road  
Gulfport, MS 39507-3894  
228-896-2507  
jason.beverly@mgccc.edu

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:

**October 17, 2013**

Mail all documents to: Human Resources Office  
P.O. Box 609  
Perkinston, MS 39573  
E-mail: human.resources@mgccc.edu

**Job Listing Web Address:** [www.mgccc.edu](http://www.mgccc.edu)

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 District 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.

PER-GEN-42 (Rev. 8/11)
JOB DESCRIPTION
Financial Aid Secretary II

GENERAL STATEMENT OF FUNCTION: This position will report directly to the Director of Financial Aid. General duties would include providing quality customer service, assisting customers with the application process and maintaining a positive rapport with administration, faculty, staff, students and the general public. Responsibilities include general office duties including assisting the Director of Financial Aid and Office Manager, as well as the specific duties listed below. This position requires someone with outgoing and positive attitude, multi-tasking ability, and excellent customer service skills.

DUTIES AND RESPONSIBILITIES:

1. Assist customers in an efficient and customer-friendly manner with application procedures, consumer information and general inquiries.
2. Maintain confidentiality of all conversations and documents for financial aid applicants and recipients.
3. Assist in the verification, reconciliation and awarding process of financial aid applicants.
4. Maintain responses to the jd.finaid@mgccc.edu electronic mailbox and to voicemail for the office phone lines.
5. Maintain student records and requests for transfer evaluations to the Admission and Records office.
6. Distribute mail and correspondence.
7. Participate in professional development activities.
8. Utilize Banner administrative software, Nolij imaging software, and other appropriate software to support office procedures and specified duties.
9. Be familiar with the College Catalog and Student Handbook.
11. Perform other duties as assigned by the Director and/or Dean of Student Services and Enrollment Management.