

Financial Aid Specialist

The Financial Aid Specialist is responsible for assisting in obtaining, processing and packaging, and providing of student financial aid information. This position is governed by state and federal laws and institution policy.

Job duties and responsibilities include but are not limited to:

- Meets with students and parents concerning the financial aid application process, types of financial aid available, and deadlines for applying for aid, and assists in completing the required forms when requested.
- Prepares financial aid package, makes recommendations of financial needs based upon review of need analysis forms, reviews data for accuracy, and forwards award package to supervisor for final review.
- Prepares award letters for students receiving financial aid, completes information needed for disbursement and receipt of funds, and records and submits award information to business office.
- Monitors student enrollment to verify that loan eligibility requirements are being met, and notifies lender of enrollment changes.
- Interviews students for work-study, monitors work-study position availability and maintains time sheets.
- Performs other duties as assigned.

Minimum Qualifications: An Associate's degree from an accredited college or university is strongly preferred.

Candidates with equivalent experience in a relevant will also be considered. The ideal candidate will: show interest in and commitment to community college student success; possess excellent written and interpersonal communication skills; have the ability and willingness to work effectively with interdepartmental teams; show willingness to actively participate in college committees and/or campus organizations and will seek active involvement in co-curricular and/or extra-curricular activities.

Base Salary: \$32,231.68, EACC has an excellent fringe benefits package.

What We Offer: A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5%; EACC contribution 15.32%); TIAA CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%). Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 10 hours per month to 15 hours per month depending on years of service.

Please submit an EACC application, cover letter, resume' and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to humanresources@eacc.edu, or complete an online employment application located at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is posted. EACC offers all full-time employee a generous benefit and leave package. EACC is an AA/EO employer.