

Available Position

Financial Aid Officer

East Arkansas Community College is accepting applicants for the position of Financial Aid Officer in Forrest City, Arkansas.

POSITION SUMMARY

The Financial Aid Officer works under the general supervision of the Director of Financial Aid and is responsible for assisting in the overall operation of financial aid services, monitoring expenditures of all financial aid programs, reviewing financial aid awards packages, and counseling students regarding financial aid information.

KNOWLEDGE, ABILITIES, AND SKILLS

Must be able to utilize technology to solve complex problems. Must be able to communicate both orally and in writing. Previous experience in quality service is preferred. Must have the ability to utilize Microsoft Excel and other components of Microsoft Office software.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree. Experience with providing quality customer service is preferred. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Please submit an EACC application to: EACC Personnel Office, 1700 Newcastle Road, Forrest City, Arkansas 72335 or online at www.eacc.edu. Review of applications will begin immediately and continue until the position is filled. **EACC IS AN AA/EO EMPLOYER.**