

January 8, 2010



ENTERPRISE STATE COMMUNITY COLLEGE

Your Investment in Excellence

INTENT TO EMPLOY

- POSITION:** Financial Aid Clerk, Enterprise Campus
- QUALIFICATIONS:** **Required:** Associate degree and three (3) years' full-time office experience. Demonstrated word processing and database management skills. **Preferred:** Experience using Microsoft Office software. Superior oral and written communication skills. Ability to work effectively with the public, including people of various backgrounds. Ability to prioritize tasks and focus on details in a stressful environment.
- POSITION SUMMARY:** The Financial Aid Clerk assists the Director in providing a comprehensive financial aid program to students
- DUTIES AND RESPONSIBILITIES:** See attached Job Description
- SALARY:** Based on State Board of Education Salary Schedule E4-06 commensurate with education and experience. Range: (\$23,568 - \$36,970)
- POSITION AVAILABLE:** February 2010
- POSITION DEADLINE:** Applications must be received by **3:00 p.m., Monday, February 1, 2010**
- APPLICATION PROCEDURE:** All applicants must submit a complete application packet which consists of the following:
- A completed Enterprise State Community College application for employment
 - Current resume
 - Official or unofficial copies of college transcripts verifying required degree.
 - Verification of experience, as described in qualifications must include **employment dates and job titles and be on official letterhead with an authorized personnel signature.**

Only complete application packets received by the deadline will be considered. From all the applications received, a search committee will review applications, interview eligible applicants, and select candidates for further consideration by the President. Interviews will be by appointment only. Applicants must travel at their own expense. *Applicants selected for an interview must demonstrate proficiency with a skills test, as part of the on-campus interview process.* **Candidate selected for hire must submit to a criminal background check at the non-refundable cost of \$45.00.**

Enterprise State Community College application for employment form is available at www.escc.edu and applications should be sent to:

ATTN: 2009-10:07
Enterprise State Community College 334-347-2623 ext. 2222
P O Box 1300
Enterprise, AL 36331

Enterprise State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Enterprise State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this intent to employ at any time prior to the awarding.

Enterprise Campus
600 Plaza Drive/P.O. Box 1300
Enterprise, AL 36331
(334) 347-2623

Aviation Campus at Ozark
3405 Highway 231 South
Ozark, AL 36360
(334) 774-5113

Fort Rucker Site
Building 4502, Kingsman Street
Fort Rucker, AL 36362
(334) 598-3438

Aviation Center at Mobile
1975 Avenue C
Mobile, AL 36615-1403
(251) 438-2816

Aviation Training Facility at Andalusia
21760 Bill Benton Lane
Andalusia, AL 36421
(334) 222-0133

www.escc.edu

Aviation Training Facility at Albertville
24 Aviation Way
Albertville, AL 36950
(256) 279-0940

ENTERPRISE STATE COMMUNITY COLLEGE
JOB DESCRIPTION

Job Title: Financial Aid Clerk (Enterprise Campus)

Department/Division: Financial Aid/Student Affairs

Reports To: The Director of Student Financial Aid

FLSA Status: Non-Exempt

Job Summary: The Financial Aid Clerk reports directly to the Director of Student Financial Aid, and assists the Director and Assistant Director of Student Financial Aid in maintaining a financial aid program that effectively meets the needs of the ESCC student population by performing the following duties.

Specific Duties and Responsibilities:

1. Performing daily, routine general office duties for the Financial Aid Office. These include, but are not limited to, effectively handling telephone calls; scheduling appointments for all Financial Aid staff; distributing and posting mail; making copies; typing letters, documents, and reports; ordering and securing office supplies to ensure smooth operation of the office; and processing and maintaining accurate leave and travel records for all Financial Aid staff.
2. Processing all incoming documents concerning the potential awarding of federal, state, and institutional financial aid and scholarships, including the setup and maintenance of accurate hardcopy and computerized financial aid files for all financial aid applicants. Requesting documents from students, parents/spouses, and outside agencies as requested by Financial Aid staff.
3. Responding promptly and appropriately to all oral and written requests for documents and other information regarding financial aid at ESCC.
4. Assisting Admissions staff with inquiries concerning admission to ESCC.
5. Supervising the day-to-day activities of, and maintaining an accurate record of the hours worked for all Federal Work-Study students assigned to the Financial Aid Office.
6. Assisting the Director and Assistant Director of Student Financial Aid with special tasks, reports, and programs as requested.

Required Education/Work Experience:

1. Associate Degree with three (3) years' full-time office experience and word processing skills.

Required License/Certification:

None; however, membership in state, regional, and national professional organizations is encouraged.

Other Special Qualifications/Requirements of the Job:

1. Exceptional oral and written communication skills
2. Ability to use personal computers
3. Ability to prioritize tasks and focus on details in a constantly changing environment
4. Ability to work effectively with the public, including persons of various backgrounds
5. Availability to work overtime or on a flexible schedule at critical times.
6. Preferred: Experience working with federal, state, and institutional financial aid programs.

Reviewed by:

Supervisor

Date

Employee

Date