INTENT TO EMPLOY
June 8, 2015

POSITION: Financial Aid Clerk

ESSENTIAL JOB FUNCTIONS:

- Receive students, visitors, and college personnel in a prompt and courteous manner and provide information as required
- Perform verification review of applications for individual students to determine eligibility for Pell grants in accordance with federal guidelines
- Assist with the preparation and maintenance of financial aid files
- Maintain familiarity with financial aid guidelines as well as college policies and services offered
- Assist with registration on all campuses if needed
- Provide general information to students, parents, and staff/faculty
- Assist with daily operations of the office and contribute to department cohesiveness
- Maintain confidentiality of departmental information
- Serve on college committees as assigned
- Participate in professional development activities and utilize information to enhance performance of job duties
- Maintain appropriate work hours
- Assume other professional duties and responsibilities as assigned by the Director of Financial Aid

QUALIFICATIONS:

- Associates degree required
- A minimum of one (1) year of clerical or office related experience required
- Knowledge of administrative and clerical procedures
- Knowledge of computer software applications and office machines
- Demonstration of effective oral and written communication skills

SALARY: Commensurate with education and experience according to Alabama State Board of Education Salary Schedule E5 ($22,678 - $36,970 annually)

BASE: Wadley and/or Opelika Campus

APPLICATION DEADLINE: June 22, 2015; 4:00 p.m.

ANTICIPATED START DATE: As soon as possible after deadline
APPLICATION PROCEDURE: Applicant must meet the minimum qualifications and must submit a complete application packet by the deadline in order to be considered for the position. Please do not staple application material. Application material may not be submitted by fax or email.

A completed application packet consists of:
- Completed Southern Union State Community College employment application
- Updated resume with a list of three references
- Signed written verification of prior work experience from a current or former employer that confirms the required experience
- College transcripts; must include degree awarded and date conferred (Unofficial copies will be accepted before the deadline, but official transcripts must be received if employed.)

Full-time employees may apply by submitting a current resume, three (3) references and a Letter of Intent addressing how the applicant meets the minimum qualifications.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

SUSCC applications are available at the Alabama State Employment Service and at www.suscc.edu. Mail application packets to the following address:

Southern Union State Community College
ATTENTION: Human Resources
P.O. Box 1000
Wadley, AL 36276
Telephone: 256/395-2211

A selection committee will review applications; selected qualified applicants will be interviewed; finalists will be recommended to the College President for consideration. Applicants must adhere to the College’s prescribed interview schedule and travel at their own expense.

In accordance with the Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a non-refundable minimum payment of $17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Southern Union also participates in E-verify.

Southern Union State Community College is an equal opportunity employer. It is the official policy of Southern Union State Community College that no person shall, on the grounds of race, color, gender, religion, creed, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment. Southern Union State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.