



## POSITION ANNOUNCEMENT

This position serves the West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council) whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

**Position Title:** Financial Aid Coordinator

**Classification:** Full Time, Non-Classified, Exempt, Benefits-Eligible

**Date:** October 1, 2020

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**Overview:** Reporting to the Senior Director of Financial Aid, the Financial Aid Coordinator is responsible for the day to day coordination and administration of the Higher Education Adult Part-Time Student (HEAPS) Grant program. This position is also responsible for coordinating and processing the post enrollment requirements for Underwood-Smith, Engineering, Science & Technology, and WV Invests aid programs.

**Duties and Responsibilities:** Manages and coordinates the HEAPS grant program. Evaluates student eligibility for financial aid awards. Coordinates processing and notification of awards, disbursements and denials. Reviews, evaluates and responds to appeals. Updates student status in database. For programs with post-enrollment requirements, monitors and manages student accounts to determine if requirements are met; identifies and recommends accounts for repayment or collection; and processes deferment and cancelation requests. Coordinates outreach with high schools; conducts virtual financial aid workshops and training sessions; assists students with completing the FAFSA; assists high school counselors; and answers inquiries and questions students have regarding financial aid. Participates in audits of financial aid at institutions who participate in state financial aid programs.

**Knowledge, skills and abilities:** Must possess excellent written and verbal communication skills, along with the ability to speak in public; ability to prioritize, make decisions, and work independently; advanced knowledge and skills in Microsoft Word, Excel, Outlook and PowerPoint; knowledge of and ability to access and use database software. Familiarity with state and federal student financial aid processes and programs is strongly preferred.

**Education and experience:** A Bachelor's degree in business administration, public administration, student personnel or a related field is required. Three years of relevant work experience is required. Experience in higher education or similar experience in a comparable position involving processing student financial aid or student personnel work is strongly preferred. Ability to travel in state is required.

**Salary Range:** Competitive salary, commensurate with experience.

**Closing date:** Applications will be accepted until position is filled. Priority consideration will be given to application materials received on or before October 23, 2020.

**Application process:** Qualified candidates must submit a letter of interest, a current resume, and titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, as well as, reference and background checks. Submit all information electronically **via e-mail** with “**Financial Aid Coordinator**” in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at [hepc.hr@wvhepc.edu](mailto:hepc.hr@wvhepc.edu).

**Equal Opportunity/Affirmative Action Employer/Veterans/Disabled**

*The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.*