

# ***SOUTHWEST TEXAS JUNIOR COLLEGE***

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APPLICATION: [WWW.SWTJC.EDU](http://WWW.SWTJC.EDU)

## **POSITION VACANCY NOTICE**

**Position:** Student Financial Aid Advisor      **Job # 181921710101**

**Location:** Uvalde Campus

**Closing Date:** 03/22/2019 or until filled

**Description of Job Duties:** Counsel students regarding financial aid needs/process to complete file. Process files according to required guidelines. Responsible for assigned applicant pool. Responsible for all documentation processes and professional judgement revisions. Participate in workshops and seminars to keep abreast of FA changes. Work rules, code of conduct and other policies are part of the essential functions of the job. Ability to communicate effectively with students and college personnel.

**Salary:** Professional Schedule; Group II: Commensurate with education and experience; 12month position.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, free tuition for eligible employees and dependents).

## **QUALIFICATION REQUIREMENTS**

**Education:** Bachelor's degree required.

**Experience & Training:** Familiarity and agreement with the basic principles governing the administration of student financial aid programs. Strong written and oral communication skills, as well as excellent interpersonal and public relations skills. Above average knowledge of computers and communication technology necessary. Knowledge of Colleague software preferred. Strongest consideration will be given to candidates with financial aid or equivalent work experience.

**Additional Qualification Requirements:** Ability and skill to manage a high volume of work are necessary. Must enjoy meeting the public and assisting students. Bilingual (English/Spanish) preferred. Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the physical specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other geographic locations served by the college.

**Submit Application To:** Director of Administrative Services (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) a letter of application, 2) SWTJC application form, 3) resume, and 4) copy of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

### **NOTICE TO APPLICANTS**

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**An Affirmative Action/Equal Opportunity Institution**