



JOB DESCRIPTION

<i>Job Title:</i> Dual Enrollment and FWS Coordinator		<i>Department:</i> Academics	
<i>Location (home):</i> * White Bridge Road Campus		<i>EEOC Category:</i> EEO-4	
<i>Reports to (title):</i> Director of Financial Aid		<input type="checkbox"/> <i>Exempt</i> <input checked="" type="checkbox"/> <i>Non-exempt</i>	
<i>Created Date:</i> 08/7/19	<i>Revision Date(s):</i>	<i>Job Grade & Salary:</i> 106 (\$21.35-\$25.62)	

**Employees are assigned to a "home" location but may occasionally or regularly be required to work at other NSCC locations.*

JOB PURPOSE

This position is responsible for administration of the Dual Enrollment/Middle College Grant programs and the Federal Work-Study (FWS) program.

ESSENTIAL JOB FUNCTIONS

- Responsible for maintaining a thorough understanding of the state guidelines applicable to the Dual Enrollment and Middle College grant processes.
- Responsible for the administration and reconciliation of the Dual Enrollment and Middle College grant programs.
- Coordinate with the Director of High School programs on the information needed to award students.
- Serves as a member of the Financial Aid Appeals Committee
- Responsible for maintaining a thorough understanding of the federal regulations applicable to the Federal Work-Study program.
- Responsible for the administration of the Federal Work-Study program, including working with students for job placement, hiring packets, verifying timesheet figures, ensuring compliance with federal regulations
- Serve as a liaison with our Community Service Partners (Metro Parks and Pencil Foundation) to ensure we are able to spend 7% of our total FWS allotment on community service (including at least 1 reading tutor) each year
- Responsible for working extended hours as needed to accomplish work assignments, inclusive of working a 9:00 a.m. – 5:30 p.m. shift one day per week and extended hours during registration periods
- Responsible for the design and presentation of FWS Orientation sessions for students in the FWS program.
- Related duties as assigned.

LEADERSHIP AND SUPERVISORY

This position has no leadership or supervisory responsibilities.

JOB REQUIREMENTS

- Bachelor’s degree (preferably in computer programming, business administration, counseling, or related field) or related business experience required (preferably 4 to 7 years of experience in Financial Aid).
- This position requires extensive student financial aid understanding and experience in a Financial Aid Office.
- An in-depth understanding of Oracle’s Banner 9 application and Microsoft Suite are a must.
- Strong background in customer service relations.
- Proficient written and oral communication skills.

- Ability to establish and maintain an effective working relationship with students, other employees, federal and state agencies, and the general public.
- Working knowledge of regulations governing federal, state, and institutional policies regarding the administration of financial aid.

PREFERRED JOB REQUIREMENTS

- Prior experience with FWS highly desired
- Ability to track FWS hours in an accurate and organized manner. Experience with EXCEL highly desired, especially experience with formulas.
- Experience with Ellucian products desirable, particularly Banner.
- Intermediate to Advanced computer skills
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Critical thinking skills to identify the underlying principles, motivations, reasons, or facts by breaking down information or data into separate parts.

ENVIRONMENT AND WORKING CONDITIONS

Typical climate-controlled office environment; no exposure to loud noises, extreme temperature fluctuations, or unnecessary interruptions.

PHYSICAL DEMANDS

Requires sitting for extended periods of time but allows for standing and walking around some of the time. Occasional lifting of objects up to five pounds. Requires extended communication via telephone, ongoing use of keyboard and mouse, and focusing on computer screen for extended periods of time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the job.

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer