

# FINANCIAL AID OFFICER

SOUTH COLLEGE, 3904 LONAS DRIVE, KNOXVILLE, TN, 37909

## Description

**At South College, you'll help students feel financially sound pursuing their dreams..**

You'll manage prospective and continuing students—answering questions about financial aid and providing information regarding their cost of attendance. From there, you'll guide potential students through the financial aid process, following South College policies and regulations. Every day, you'll enter an energetic environment, where individuals across departments share your commitment to student success and to the belief that education can change lives. South College is an expanding private college committed to Growth, Direction, and Excellence for students, staff and faculty.

If you're driven to help others and ready to make a difference, apply today to start a rewarding career at South College. South College, where dreams find direction.

## Job Responsibilities:

- Assist students and parents with the completion of forms and documents required to secure financial aid.
- Provide notification to the student and parent of any missing documentation and collect all documentation required from the student and parent.
- Complete verification of the information provided by the student and parent when required.
- Accurately input data into system software and determine eligibility for financial aid.
- Make the appropriate awards and provide notification to the student and parent.
- Adhere to all college policies as described in the job description, employee handbook, or other separate guidelines and memos

Apply here:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/88853/SOUTH-COLLEGE/FINANCIAL-AID-OFFICER>