POSITION VACANCY

Financial Aid Program Specialist
Tennessee Student Assistance Corporation

The Tennessee Student Assistance Corporation (TSAC), a state agency located in downtown Nashville, Tennessee, seeks a Financial Aid Program Specialist.

TSAC administers a variety of need-based and merit programs, including the Tennessee Student Assistance Award (TSAA) Program, the Tennessee Educational Lottery Scholarship (TELS) Programs, and loan forgiveness scholarships. Additional information about TSAC may be found at www.TN.gov/TSAC.

Reporting to the Director of Grant and Scholarship Programs, the Financial Aid Program Specialist is a member of the Grants and Scholarships Division of TSAC. Primary duties include administering the Graduate Nursing, Minority Teaching Fellows and Tennessee Teaching Scholars loan forgiveness programs. This position may also assist with administering other programs within the division. Responsibilities will include corresponding with students, parents and schools in regard to the application and awarding processes, making payments to postsecondary institutions, and other duties as assigned.

The ideal candidate will have a bachelor’s degree and two or more years of experience in administering financial aid programs. Education may be substituted for experience at management’s discretion. Essential characteristics include: attention to detail, customer service oriented, ability to work well under pressure, work as a team player and excellent oral and written communication skills.

Salary for this Executive Service position will depend on education and experience and will range from $40,000 to $45,000. Applications are currently being accepted and will continue to be accepted until the position is filled. Please submit a cover letter, resume, and three references. While electronic submission to Laura.Stewart@tn.gov is preferred, written submissions may also be sent to:

Laura Stewart
C/O Financial Aid Program Specialist Position
Tennessee Student Assistance Corporation
404 James Robertson Parkway, Suite 1900
Nashville, Tennessee 37243-0820

EOE/AA
November 16, 2011