



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT -DEMOPOLIS CAMPUS

Full Time-Temporary Intent to Employ

POSITION

Academic/ Financial Aid Advisor

Posting Date:

8/6/2019

Closing Date:

Ongoing

POSITION AVAILABLE

August 28, 2019

REQUIRED QUALIFICATIONS

- A Bachelor's degree in a social services field from an accredited institution is required.
- Excellent customer service skills.
- Strong written and verbal skills.
- Ability to work independently as well as a team member.
- Good organizational and interpersonal skills.
- Ability to set priorities and to manage time effectively as well as meet deadlines.
- Ability to use good judgment and make sound decisions.
- Excellent office management skills, including computer literacy with the ability to work in a Window-based environment using various software packages (Word, Excel, PowerPoint, Banner).
- Ability to maintain confidentiality in all aspects of duties and responsibilities.
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PREFERRED QUALIFICATIONS

- Master's Degree in Counseling
- Knowledge of Banner 9
- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Ability to handle multiple tasks and various situations in a professional manner

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Schedule C3:

DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Financial Aid Director the Director of Admission, Dean of Students, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Receive and greet applicants, students, faculty, staff and the general public in a courteous manner.
- Provide academic counseling and placement services for applicants.
- Make referrals to inter-college and community agencies as needed.
- Serve as academic advisor for designated students.
- Consult with faculty and administration concerning problems of students.
- Serve in the absence of the receptionist.
- Serve on assigned standing committees of the College and periodically evaluate the counseling services for needed improvements.
- Evaluate students' records to award transfer credits, work with the Director of Admission to determine eligibility for graduation, and resolve related problems.
- Assist College Counselor in coordinating registration functions and drop/add procedures.
- Provide academic counseling and placement services for applicants, administer tests when needed, conduct orientation sessions and classes, and serve as academic advisor for designated students. Also, consult with faculty and administration concerning problems of students.

- Establish and coordinate cooperative outreach efforts with local high school counselors, assist the recruiter in senior day tours, industrial representatives, social service agencies, and leaders of civic organizations to inform traditional and non-traditional students of the College's programs and services.
- Input student data in the computer as required.
- Assist students with the creation of FSA User ID's, FAFSA, and other Financial Aid processing requirements.
- Assist students with collecting and verifying required documentation for all Financial Aid programs.
- Responsible for assisting with all Federal Student Aid Programs.
- Responsible for management of communications to students regarding Satisfactory Academic Progress Standards. This includes preparing submitted appeal requests for the coordinator.
- Responsible for typing letters, memorandums, and reports as needed.
- Handle scholarships – preparing packets for coordinator.
- Responsible for working with Veteran Coordinator by providing information and assistance to Veterans and their dependents.
- Perform duties as assigned the Financial Aid Director, Director of Admission, Dean of Student, and President

APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at www.wccs.edu and should be returned to:

Human Resources Department
Wallace Community College Selma
3000 Earl Goodwin Parkway
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9234, 876-9227
Fax: 334-876-9250
Website: www.wccs.edu

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

Please Note: If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

APPLICATION DEADLINE

All application information must be received in Human Resources. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

Note: *In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.*