



Financial Aid Verification Specialist

Full-Time

Bargaining Unit Support Position (2 positions available)

Eastern Gateway Community College invites applications for the **Financial Aid Verification Specialist** positions. The Verification Specialist is responsible for completing and maintaining all aspects of the verification process, from start to finish. Regular, reliable and non-disruptive attendance is an essential job duty, as is the ability to create and maintain collegial, harmonious working relationships with others.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Collect and process documentation required for verification of a student's financial aid application in accordance with federal regulations.
- Inform students of missing information and assist students with the completion of the required documentation via various modes of communication.
- Import and export any corrections to the Department of Education as well as processing the records.
- Assist with scanning and filing of documents.
- Assist with data entry related to the financial aid verification process.

EDUCATION & BACKGROUND:

- Associate Degree required.
- Customer service or financial service experience preferred.

SKILLS & ABILITIES:

- Must communicate effectively and professionally, both orally and in written form.
- Be in good standing on payments on personal student loans in order to obtain Department of Education credentialing.
- Must possess ability to work in and among departments and build effective working relationships with diverse groups of students and employees.
- Must possess a high level of integrity; be self-motivated; dependable and outgoing in interactions with others.

Resumes, along with the names, addresses and telephone numbers of at least three professional references, should be sent to:

Kim Johnson
Human Resources
Eastern Gateway Community College
4000 Sunset Boulevard
Steubenville, OH 43952

For those wishing to send their materials electronically, please send to:

kjohnson@egcc.edu

**** Internal applicants should include an employee ID number in their letter of intent ****

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.