

Financial Aid Coordinator  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=248104>

Downloaded On: Nov. 2, 2024 12:25am

Posted Nov. 1, 2024, set to expire Nov. 30, 2024

<b>Job Title</b>	Financial Aid Coordinator
<b>Department</b>	
<b>Institution</b>	Truckee Meadows Community College Reno, Nevada
<b>Date Posted</b>	Nov. 1, 2024
<b>Application Deadline</b>	11/30/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administration - Other
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<b>Job Description</b>	

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**Financial Aid Coordinator**

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**Job Description**

Truckee Meadows Community College (TMCC), located in Reno, Nevada is seeking applicants for a Financial Aid Coordinator. Reporting to the Director of Financial Aid, the Financial Aid Coordinator is

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responsible for customer service operations for the financial aid office, including front desk operations from supervising and training student employees, and supervising the Administrative Assistant II.

The coordinator advises and counsels students and parents on the entire financial aid process. In addition to student advisement, the coordinator is responsible for the program management of the Governor Guinn Millennium Scholarship which include awarding, assisting students, processing error reports and preparing program reports. The coordinator is responsible for processing Homeless Youth determinations, Special Circumstances, and Unusual Circumstances. The coordinator evaluates and assesses the validity of high school documents (diplomas, transcripts, foreign documents, and equivalent certificates) for academic qualification to receive federal student aid. The coordinator assists the FA Coordinator for Compliance in processing verifications and resolving conflicting information for students.

**Minimum Qualifications:**

1. Bachelor's degree from an accredited institution.
2. One year of customer service experience.

**Preferred Qualifications:**

1. Master's degree from an accredited institution.
2. Two years supervision experience.
3. Two years overseeing a component of financial aid operations.
4. Experience with student information system PeopleSoft.
5. Bilingual skills.

**Responsibilities:**

Candidates must exhibit an appreciation of, a sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds.

1. Advise and counsel students on the availability of financial aid, application process and guidelines

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for maintaining eligibility.

2. Coordinate the Millennium Scholarship program at TMCC.
3. Assist with the processing, verification and reconciliation of all federal and state funds.
4. Conduct outreach activities including evening and weekend financial aid workshops.
5. Supervision of staff and student assistants.
6. Participate and serve on various TMCC committees and must have outstanding interpersonal and communication skills to effectively serve TMCC students, faculty, and staff.
7. Understand and accept the role to be played as a partner in an educational enterprise serving the best interests of the students.
8. Perform assigned duties in a manner consistent with standards, mission, and goals of Truckee Meadows Community College.
9. Other duties as assigned.

### **Salary and Benefits Information:**

**Salary:** \$53,104 - \$66,380, salary placement will be dependent on education level and years of experience.

### **Perks of Working at TMCC**

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

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**Exempt**

Yes

**Full-Time Equivalent**

100.0%

**Required Attachment(s)**

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

In order to be given full consideration all of the following must be attached to your application.

**1) Resume/CV**

**2) Cover Letter**

**3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.**

**Posting Close Date**

11/30/2024

**Note to Applicant**

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

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All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

**To apply, visit [https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Financial-Aid-Coordinator\\_R0145073-1](https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Financial-Aid-Coordinator_R0145073-1)**

*Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.*

*A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to [www.tmcc.edu](http://www.tmcc.edu) or view our virtual tour at [tour.tmcc.edu](http://tour.tmcc.edu).*

*The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.*



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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