

**Specialist, Financial Aid  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=255534>

Downloaded On: Apr. 19, 2025 8:47am

Posted Apr. 9, 2025, set to expire Nov. 29, 2025

**Job Title** Specialist, Financial Aid  
**Department** Financial Aid  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Apr. 9, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Accounting & Finance

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**Apply By Email**

**Job Description**

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**Specialist, Financial Aid**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

**Job Posting Title:**

Specialist, Financial Aid

**Job Description Summary:**

To provide complex financial aid services to students at the college and assist in providing technical support in the administration of financial aid programs.

**Job Description:**

**Description of Duties and Tasks**

- 1) Uses databases (Ellucian Colleague, NSLDS, Fortis, FAA CPS Online, Selective Service, USCIS, etc.) to ensure applicants meet federal and state regulations before awarding financial aid.
- 2) Creates and runs reports and submits updates. Generate customized Informer reports for data accuracy.
- 3) Answers student inquiries regarding financial aid processes, awards and disbursements.
- 4) Conducts financial aid outreach programs and presentations.
- 5) Coordinates a variety of financial aid transmissions to student accounting.

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- 6) Works with other ACC departments and state agencies.
- 7) Attend workshops, presentations, and training relating to State and Federal Educational Financial Aid.
- 8) Administer, process and reconcile federal aid and grants.

**Knowledge**

- \* Federal and state regulations pertaining to financial aid programs.
- \* Student financial aid awarding processes and activities.
- \* Financial aid outreach programs.
- \* Work-study programs.
- \* Tax laws applicable to financial aid.

**Skills**

- \* Maintaining an established work schedule.
- \* Effectively using interpersonal and communications skills including tact and diplomacy.
- \* Effectively using organizational and planning skills with attention to detail and follow-through.
- \* Maintaining confidentiality of work-related information and materials.
- \* Advising students and parents regarding financial aid programs and processes.
- \* Applying federal and state regulations to all aspects of financial aid programs.
- \* Reviewing financial aid applications for eligibility.
- \* Establishing and maintaining effective working relationships.
- \* Determine individual benefit eligibility.

**Technology Skills**

- \* Use a variety of spreadsheet, word processing, database, and presentation software.
- \* Use student information and database systems.

**Required Work Experience**

- \* Two years related work experience.

**Required Education**

- \* Bachelor's degree.

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An Associate degree and four years of related work experience may substitute for this education requirement. Applicants who substitute work experience to meet the education requirement must use additional related work experience to meet the years of "Required Work Experience" for this position. Please note that the college reserves the right to amend these terms of substitution at any time.

**Special Requirements**

\* Must not be on default of any federal/state student loans.

**Physical Requirements**

- \* Work is performed in a standard office or similar environment.
- \* Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- \* Occasional lifting of objects up to 10 pounds.

**Safety**

\* Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

**Salary Range**

\$47,840 - \$53,760

**Number of Openings:**

1

**Job Posting Close Date:**

April 21, 2025

**Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

**Disclaimer**

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The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Specialist--Financial-Aid\\_R-7523](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Specialist--Financial-Aid_R-7523)

### Contact Information

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

### Contact

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