



Position Open Notice
Financial Aid Advisor
Thatcher, Arizona

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Position Summary and Organizational Relationship:

Financial Aid Advisor reports directly to the Director of Financial Aid.

Required Qualifications:

- Three or more years full-time clerical experience
- Excellent customer service skills
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Detail oriented with good typing/data entry skills.
- Self-starter who works well under moderate supervision and with close co-worker relationships
- Ability to maintain the level of confidentiality this position requires.
- Ability to cope with frequent job interruptions, distractions, and stresses.
- Analytical thinker with problem solving skills.

Preferred Qualifications:

- Proficient in the use of Microsoft Excel, Word, Access, and PowerPoint
- Demonstrated thorough working knowledge of PowerFAIDS or other financial aid software.
- Previous experience working in a financial aid environment.
- Ability and experience in utilizing college administrative/student information programs.
- An associate degree or higher
- Experience with student financial aid verification procedures, federal methodology and federal taxes
- Experience working in a high stress environment.
- An understanding of and commitment to the community college philosophy

Essential Functions:

- Assist and counsel students, parents, and other customers in the completion of financial aid applications and forms.
- Generate a variety of output including correspondence, financial aid award letters, document tracking, and reports utilizing a variety of computer programs.
- Compose letters, memorandums, and reports from rough draft and/or oral instructions.
- Perform follow-up procedures for various financial aid documents that may be needed.
- Perform verification procedures for student files selected by the Federal Processor using forms and software products approved by EAC and the Department of Education
- Process private and institutional scholarships

- Coordinates initial award estimates, authorization and or certifications of student awards based on appropriate laws and regulations.
- Review and process Satisfactory Academic Progress
- Transmit electronic files to and from the Department of Education and coordinate the appropriate corresponding actions.
- Coordinate outside funding and serve as a liaison for our underserved student populations.
- Perform other duties as assigned.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally to retrieve files and supplies; kneeling and occasional lifting of objects up to 20 pounds.

Application Information:

Applicants should send a resume, a letter of application that addresses both the required and preferred qualifications and describes your experience related to the position responsibilities and a signed copy of the EAC application form available on EAC's website ([EAC Application Form](#)) to careers@eac.edu or can be mailed to the address listed below:

Eastern Arizona College
 Human Resources – AP 243
 615 N. Stadium Avenue
 Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.

Closing Date:

The position closes at 5:00 p.m. on Monday, April 10, 2023. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is \$18.13 per hour. The anticipated position start date is May 1st, 2023.

Questions:

Human Resources Department
 Voice: (928) 428-8915
 FAX: (928) 428-2578
 E-mail: Careers@eac.edu

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities. Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at http://www.eac.edu/About_EAC/Consumer_Information/report.pdf. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus

Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus).

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.