



POSITION ANNOUNCEMENT
Student Financial Aid Counselor

Atlanta Metropolitan College, a two-year degree-granting institution of the University System of Georgia, is accepting applications for **two Student Financial Aid Counselors**. Atlanta Metropolitan College currently serves 2300 commuting students on a beautifully landscaped campus located 10 minutes south of downtown Atlanta and 15 minutes north of Hartsfield-Jackson International Airport.

THE POSITION

These are full-time, twelve month positions, which reports to the Director of Financial Aid and performs a variety of duties necessary to support the delivery of financial aid to students. The Student Financial Aid Counselor will be responsible for advising students and/or parents on the financial aid process and provides assistance in the completion of the Free Application for Federal Student Aid (FAFSA). Responsible for performing verification of data reported on the FAFSA; determining students' eligibility for the various financial aid programs based on student eligibility criteria as specified by the U.S. Department of Education federal and state regulation guidelines for processing and awarding all grants, loans and scholarships.

QUALIFICATIONS

- Candidates applying for the position must have a Bachelor's Degree with a minimum of two years of financial aid experience.
- Must be customer service oriented
- Must have knowledge of federal and state financial aid regulations
- Experience in utilizing the BANNER Financial Aid Module or other integrated financial aid software

SALARY AND BENEFITS

The salary is commensurate with qualifications and experience within the budgetary parameters of the college and of the University System of Georgia. The University System offers an excellent benefits package, including sick leave accruals, paid holidays, life and health insurance, and retirement plans.

APPLICATIONS

Review of applications will begin immediately and will continue until the positions are filled. Interested persons should submit, (1) a letter of interest; (2) copies of all college transcripts; (**candidates selected for interview will be required to provide official copies of all college transcripts**) (3) a detailed resume; (4) the names, addresses, and telephone numbers of three professional references. A criminal background check is required. **Incomplete application packets, emails and faxed copies are not accepted.** For additional information about the position logon our website at www.atlm.edu. All materials should be sent to:

**Regina Ray Simmons
The Office of Human Resources
Atlanta Metropolitan College
1630 Metropolitan Parkway, SW
Atlanta, GA 30310**

The University System of Georgia is an Equal Employment Opportunity/Affirmative Action Employer