



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

EMAIL:hr@cei.edu

Classified Opening

Financial Aid Technical Records Specialist I

Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of September 29, 2017 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$12.05 - \$14.25 hourly - Full- Time Plus Competitive Benefits

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL STATEMENT OF FUNCTION:

Incumbent will assist in the administration of federal and campus based student financial aid programs.

EXAMPLE RESPONSIBILITIES:

- Assists in the administration of federal and campus based student financial aid programs including Federal Pell Grants, Federal Supplemental Education Opportunity Grants, Federal/State Work Study, Direct Loan Program, etc.
- Counsels students and parents individually or in groups on financial aid.
- Conducts research and collects information for reports.
- Prepares and submits assigned reports.
- Assists in the creation and presentation of public and private addresses and briefings on financial aid policies, processes, and procedures.
- Acts as an alternative liaison and representative of CEI to the community in matters of financial aid.
- Reviews regulatory and rule changes in federal, state, and other financial aid systems.
- Analyzes needs and coordinates outreach activities.
- Develops and recommends CEI policies and procedures in congruency with federal, state, private, and other policies and procedures.
- Other related duties.

ASSIGNMENT RESPONSIBILITIES INCLUDE: Performs verification of student financial aid files and awards financial aid when student is eligible. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in education or related field.

EXPERIENCE: One year or more in Federal Financial Aid at a post-secondary institution.

KNOWLEDGE OF: The workings of various Government regulations.

ADDITIONAL DESIRED QUALIFICATIONS:

Experience using the Colleague database or another student database.

Experience with federal financial aid regulations.

HOW TO APPLY:

Click on any **Apply Online** button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, please select:

- **Eastern Idaho Technical College** under "Agencies"
- **Full-time** under "Job Type/Shift"
- **Idaho Falls** under "Cities"

When updating your online application information, you must complete all items in the Application Checklist (this includes: Personal Information, Education, Work History, Cities, Agencies and Job Type/Shift). Without this information, your name cannot be referred to the hiring agency.

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.