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Classified Opening

# Financial Aid Technical Record Specialist I

Classified Classification

**College of Eastern Idaho**

**Open for Recruitment:** Open until filled. First application review will be held the week of March 26, 2018 – 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

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## **GENERAL STATEMENT OF FUNCTION:**

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

## **EXAMPLE RESPONSIBILITIES:**

Incumbents gather information, make decisions, resolve problems, and respond to inquiries. They utilize independent judgment and discretion as to the methods, policies, and procedures used to complete assignments. Incumbents conduct involved searches which may require accessing and selecting multiple information sources or contact with clients, vendors, or outside sources to obtain information. Incumbents perform specialized support work that involves an extensive in-depth knowledge of the program.

Incumbents generally review, evaluate, approve, and process records and/or documents; determine acceptability or conformance to eligibility requirements according to rules, regulations, statutes, and program policies and procedures; explain requirements, processes, and procedures to customers; manipulate and update manual and/or computerized records systems; and develop reports.

**ASSIGNMENT RESPONSIBILITIES INCLUDE:** Financial Aid initial point of contact. Receives all Financial Aid documents, scans, and enters into student database. Manages electronic Financial Aid files. Monitors and responds to financial aid email. Answers and routes financial aid telephone calls. Other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

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

**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](mailto: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.