



NOTICE OF VACANCY

Financial Aid Specialist

REPORTS TO: Director of Financial Aid

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Financial Aid Specialist will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Financial Aid Specialist will assist students and families in navigating the financial aid process, while ensuring students receive the necessary funding for their education while complying with regulations. This will take place through reviewing and evaluating financial aid applications to determine eligibility for various programs, including federal and state aid, scholarships, and grants. The Financial Aid Specialist will assist in resolving issues related to financial aid, such as discrepancies in applications or eligibility concerns and provide front-line support for students.

More specifically, the Vice President of Business Services is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Advises and counsels students, parents, and counselors on all aspects of the federal financial aid programs including, but not limited to, financial aid eligibility requirements, satisfactory academic progress and appeals while maintaining a high level of customer service.
- Monitors and reviews satisfactory academic progress, financial need, Pell LEU, to determine continued eligibility of students.
- Assist in administering Title IV financial aid using various financial aid systems; Banner, websites such as COD and NSLDS.
- Assist in overseeing the Federal Work Study (FWS) program at MDCC. Manages the employment and scheduling for FWS personnel.
- Maintain documentation used to determine student eligibility for grants and scholarships to remain in compliance with federal and state regulations.
- Evaluates documentation provided by student and parents; perform verification and conflicting data resolution. Maintains student files/records in a secure, confidential manner.
- Conduct presentations and workshops for students, parents and high school counselors in the community regarding the financial aid programs offered at the College.
- Utilizes the Ellucian Financial Aid Banner system to perform tracking, verification, ISIR corrections, and the awarding of Title IV aid.
- Oversee the institutional and transfer scholarship programs to include the reviewing of scholarship applications, notifying students of scholarship awards, disbursing and reconciliation of scholarship funds using the banner system.
- Reviews student grades to ensure that Satisfactory Academic Progress (SAP) has been maintained.
- Verifies hard copy files with information in the students' files.
- Imports FAFSA files.
- Assists with R2T4 processing to ensure Title IV compliance.

DUTIES AND RESPONSIBILITIES

- Stays abreast of federal state and institutional regulations through independent research, networking, webinars, attending financial aid professional training and conferences conducted by MASFAA, NSSFAA, NASFAA and the Department of Education
- Serves as a financial aid representative on college committees as appointed
- Aids students in completing FAFSA documentation
- Import and send awards originations
- Reconciliation of Pell Grant files
- Verify, update and award scholarships
- Run SAP processes at the end of each semester
- Files financial aid files and other related documents.
- Assists students regarding financial aid and related areas at the college.
- Generates and disseminates computer student data files using Banner (Data base) system.
- Maintain records of all financial aid appeals filed
- Assist students regarding admission, financial aid and related areas at the college.
- Assists students in completing and communicating the status of admissions and financial aid applications
- Other duties as assigned by the Director of Financial Aid.

MANDATORY QUALIFICATIONS

- Must hold the minimum of an associate's degree from a regionally accredited institution.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-Months, Non-exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External– August 6, 2026 at 5:00 p.m.