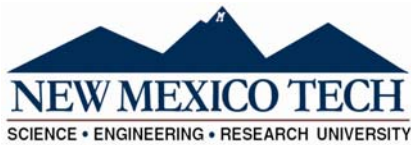


Posted: March 25, 2021



POSITION ANNOUNCEMENT

TITLE: OFFICE COORDINATOR

DEPT: FINANCIAL AID

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$31,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: April 5, 2021* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

The Financial Aid Coordinator is in charge of processing all initial communication by students, record keeping, and data entry. Duties include assisting visitors and callers and responding to email inquiries. Coordinating the information flow of the Financial Aid Office to various agencies and departments. Creating reports, spreadsheets and other materials. Scanning, indexing, and entering documentation needed for processing student files. Generating notices to students concerning documentation needed and changes to financial aid awards. Monitoring the work study program including: generating work authorizations, monitoring and reconciling work study earnings, notifying departments of overages, and creating payroll journal vouchers to correct overages.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Associates degree or higher desired. Bachelor's degree desired. Five years' progressive experience required or combination of education and experience. Two years' experience can be waived for Associate's degree. Four years' can be waived for a bachelor's degree. Proficiency in English; ability to communicate effectively verbal and written required. Proficiency with use of personal computer and Microsoft Office applications required. Experience with Banner Software Program desired. Must have good organizational skills and is able to multi-task required. Must be able to learn general information about scholarships and financial aid required.