



POSITION ANNOUNCEMENT

COORDINATOR OF FINANCIAL AID LINCOLN TRAIL COLLEGE | ROBINSON, IL

DESCRIPTION:

The Coordinator of Financial Aid is a full-time position reporting to the Program Director of Financial Aid. Job responsibilities include, but are not limited to: developing and implementing guidelines and procedures for administering the federal and state financial assistance program; determining and monitoring student eligibility for financial assistance by reviewing FAFSA and relevant tax documents; preparing and distributing financial assistance information; administering veteran’s education benefits; packaging financial awards in compliance with guidelines; coordinating student work study program; supervising and evaluating department staff; maintaining records and preparing reports.

QUALIFICATIONS:

Associate’s degree required or 3-5 years related work experience preferred. The ideal applicant will have prior experience working with Banner software system, a non-traditional student population, and excellent communication skills. Ability to interact effectively with students, faculty, and staff.

WAGES/BENEFITS:

Based upon \$16.16- \$18.58 per hour; commensurate with education and experience. Benefits include, but are not limited to: medical, dental, and life insurance; paid sick leave, vacation, and personal days; and participation in State Universities Retirement System.

APPLICATIONS:

Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to iecchr@iecc.edu or mail to:

Illinois Eastern Community Colleges
Attn: Human Resources
233 East Chestnut Street
Olney, IL 62450

APPLICATION DEADLINE:

Applications will be reviewed as received and will be accepted until the position is filled.

STARTING DATE: 8/22/2022

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Michele Anderson at (618) 395-5299 Extension 5522. Illinois Eastern Community Colleges is a multi-college district with four colleges and an administrative office located in rural southeastern Illinois: Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. The colleges are accredited by the Higher Learning Commission.

IECC’s mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

EQUAL OPPORTUNITY EMPLOYER