Haywood Community College
FT Financial Aid Specialist I

SALARY	$31,200.00 - $35,200.00 Annually	**LOCATION**	NC, NC
JOB TYPE	Full-Time Staff	**JOB NUMBER**	2026.2.17
DEPARTMENT	Student Services	**OPENING DATE**	02/17/2026
CLOSING DATE	3/3/2026 4:00 PM Eastern		

Primary Purpose of Position

Manage financial aid processes; provide support to the Asst. Director of Financial Aid in processing and maintaining student records. Counsel students/potential students on all aspects of financial aid.

Essential Job Duties

- Process students' financial aid applications including completion and electronic submission of the FAFSA.
- Counsel students/potential students on all aspects of financial aid.
- Follow Federal, State, and Institutional guidelines for financial aid eligibility while processing and maintaining accurate student records.
- Responsible for a portion of the alphabet including the processing of incoming Institutional Student Information Records.
- Verification of files; ensuring that all data and information follows Department of Education regulations.
- Obtaining documentation to clear any comment codes and rejected incoming FAFSA's.
- Determine student eligibility for financial aid with regard to enrollment status, Satisfactory Academic Progress standards and file completion
- Work with continuing education students and their FAFSA application for workforce Pell.
- Assist with processing continuing education scholarships
- Assist with preparation of the financial aid transmittal report to the business office for workforce Pell
- Process student correspondence.
- May assist with the State Grant or Childcare Grant program.
- Counsel students on their Satisfactory Academic Progress (SAP) and provide guidance on appeals.
- Monitor the HCC financial aid office email and voicemail.
- Prepare student files for review by the Dean of Student Services for SAP appeals and Professional Judgement.
- Provide exemplary customer service to students via telephone, email, or in person.
- Participate in Colleague and financial aid training.
- Assist with financial aid workshops and presentations
- Serve as a back up to the student Services front desk when needed.
- Miscellaneous tasks: complete purchase orders, file student documentation, assist with registration, assist with bulk mailings, and serve on college committees; assist with graduation, Student Activities and registration; maintain professional appearance in compliance with SS dress code.

Additional Responsibilities:

- Ensure a student-centered environment is maintained and work collaboratively to solve interdepartmental issues.
- Follow FERPA laws while processing and maintaining accurate student records.
- Maintain professional behavior following professional code of conduct and ethics.

Qualifications

Required:

Associate Degree or 1 year of financial aid experience. Microsoft Office skills (Word, Excel, Outlook); Problem solving skills. Working in a team environment. Detail oriented.

Preferred:

Accounting or Business Administration Degree. Experience working in a Community College setting, working with an information processing system; and excellent communication skills.

Supplemental Information

The following is necessary for consideration:

- *Official Haywood Community College employment application online found at our jobs page: https://www.governmentjobs.com/careers/haywoodedu. Please call Jamie Hilton at (828)627-4562 with any questions or if you are unable to complete the online application for any reason.*
- *The application must be complete for consideration - do not reference resume. A resume is suggested but does not take the place of any questions or details that you need to provide in order to be qualified for the position. Unofficial transcripts must be included for the application process. Most unofficial transcripts can be downloaded from college/university websites. Official transcripts of all secondary education must be submitted to Human Resources within 10 days of any offer of employment.*
- *References may not be a current HCC employee. Candidates must provide three **professional references with email addresses. At least one reference must be a current or previous supervisor.***
- *College screening committee is responsible for application review, interviews, and recommends the candidate to HR. Upon completion of the hire process in HR, President approval is required in the hire of a candidate.*
- *HCC is a tobacco free campus*

Haywood Community College provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, national origin, sex, gender, gender identity, sexual orientation, age, disability, genetic information, political affiliation or status as a covered veteran in accordance with all applicable federal, state and local laws. Upon request, the College will make reasonable accommodations for qualified individuals with disabilities so that they may be able to perform the essential functions of their job unless doing so would result in an undue burden for the College.

Haywood Community College (HCC) is part of the North Carolina Community College System and is accredited by the Southern Association of Colleges & Schools Commission on Colleges (SACSCOC). Founded in 1965, it is an open-door institution with the mission to foster an environment that meets the educational needs of the communities it serves, promotes student success in higher education and in the workplace, and facilitates economic development. This includes programs for Haywood County high school students through Career and College Promise and Haywood Early College. The college campus, a designated arboretum, boasts one of the most beautiful college campuses in the state with an iconic mill pond, a productive greenhouse, dahlia gardens, an orchard garden and a rhododendron garden.

Employer

Haywood Community College

Address

185 Freedlander Drive

Clyde, North Carolina, 28721

Phone

828-627-4562

Website

https://www.haywood.edu