

Employment Opportunity

Veterans Affairs & Financial Aid Specialist (1EM25)

Aiken Technical College seeks to be the first choice for higher education in the region. Aiken Technical College is a public, open-door, two-year, comprehensive institution of higher education established to provide citizens of greater Aiken County opportunities for educational and workforce development. ATC's core values define the College and provide the environment for all decisions and actions.

Under the general supervision of the Financial Aid Manager, the Veterans Affairs and Financial Aid Specialist will serve as the School Certifying Official for the College, and coordinate all operational activities related to the Veteran Affairs (VA) program and assist with other financial aid functions. Engages students in a manner that enhances the student experience and provides excellent communication and services.

DUTIES AND RESPONSIBILITIES:

- Performs all duties of the Veteran's Certifying Official based on the U.S. Department of Veterans Affairs (VA) School Certifying Official Handbook, including but not limited to guiding students on the application of education benefits, assisting students with questions, reporting, amending, and adjusting certifications using the VA system and ensuring all required student paperwork is correctly completed and filed appropriately and securely. Monitors student schedules to certify to VA only those courses that apply to the student's program.
- Serves as a liaison to regional VA offices and responds to mandates accordingly. Coordinates with the VA regional offices and the SC State Approving Agency on policies and programs. Maintains current knowledge of Federal regulations, enforces/implements policies issued by VA, and communicates changes to the college campus.
- Responsible for coordinating the Federal Work-Study program and providing support for various financial aid functions, including the processing of federal, state, and institutional aid.
- Coordinates the annual Veteran Affairs, State Approving Agency, and related audits. Regularly audits VA students' files to ensure compliance with the Department of Veterans Affairs.
- Performs other duties as assigned, including but not limited to serving on College committees, maintaining and updating office forms, and conducting group counseling sessions for students and parents both within the College and throughout the community as assigned.

Requirements and Application Instructions

Bachelor's degree or equivalent education, training and experience.

Please apply online at www.atc.edu. All positions require submission of unofficial college transcripts, for all degrees earned, with the application and may be attached to the online application, faxed (803-593-8203), emailed (personnel@atc.edu), or mailed (2276 Jefferson Davis Hwy, Graniteville, SC 29829). International transcripts must be evaluated through World Education Services (WES). Official transcripts are required upon offer of employment. The application must be complete including all current and previous work history and education (including high school and undergraduate level education). A resume may be attached, but not substituted for completing work history and education sections of the application. Candidates considered for hire may be subject to a background check. Failure to consent to a background check will result in the removal of your application from further consideration. Background checks are conducted in compliance with the Fair Credit Reporting Act (FCRA). Scheduling of interviews will begin on September 15, 2025, and the position will remain open until filled.

To claim Veteran's Preference, all eligible persons must select their veteran's status on the application and submit a DD Form 214, Certificate of Release or Discharge from Active Duty upon request and prior to an interview. Those persons claiming veteran status without accompanying documentation (DD Form 214), shall not receive preference. "Veteran" means a person who served in any branch of the United States Armed Forces on active duty, for reasons other than training, and was discharged under honorable conditions.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

State Classification
Financial Aid Specialist

State Salary Range
\$33,339 - \$47,509 (Band 4)

Opening Date
September 5, 2025
OPEN UNTIL FILLED

Reporting To
Financial Aid Manager

Benefits

- Annual & Sick Leave
- Choice of two medical plans
- Vision & Dental Insurance
- State Retirement Benefits
 - Education Assistance
 - Training/Development
 - Wellness Program
 - Employee Events
- Employee Assistance Program

Aiken Technical College is an equal opportunity employer committed to having diversity throughout the College. Any requests for reasonable accommodation to apply for this position should be directed to Human Resources by calling 803-508-7497, or writing to the above address. Requests for accommodations must be made by the above-stated deadline.

South Carolina is making our Veterans a priority for employment in state agencies and institutions.

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TECHNICAL COLLEGE