

# Employment Opportunity

## Financial Aid Specialist (1EM26)

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 general supervision of the Financial Aid Manager, the Financial Aid Specialist provides technical and professional services regarding Financial Aid Programs at the College. Engages students in a manner that enhances the student experience and provides excellent communication and services.

### DUTIES AND RESPONSIBILITIES:

- Guides current and prospective students and parents on financial management, applying for financial aid, and loan default management. Provides communication and services that engage students in such a manner that enhances the student experience.
- Packages assigned students with federal, state, and institutional aid and loans. Responsible for determining students' eligibility and making awards. Reviews assigned student files to ensure all federal, state, and institutional regulatory requirements are met. Responsible for the management, development, documentation, and reporting of all assigned student financial aid programs.
- Responsible for processing the Financial Aid Transmittal Register (FATR).
- Guides students through the Financial Aid Standards of Academic Progress appeals process and makes reinstatement decisions. Responsible for coordinating the daily adjustments in aid allocations based on changes in student enrollment status.
- Performs other duties as assigned, which may include but are not limited to: serving on College committees, maintaining and updating office forms, and conducting group information 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. Higher education financial aid experience preferred.

Please apply online at [www.atc.edu](http://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](mailto: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 February 17, 2026, 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**  
\$37,200 - \$48,300 (GEN06)

**Opening Date**  
February 5, 2026  
**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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**AIKEN**  
TECHNICAL COLLEGE