



Richard Bland College

Title: Senior Financial Aid Technician/Outreach Specialist

State Role Title: Education Support Specialist III

Hiring Range: \$50,000 - \$60,000 (Commensurate with Experience)

Pay Band: 4

Agency: College of William and Mary

Location: Richard Bland College

Agency Website: www.rbc.edu

Recruitment Type: General Public - G

Job Duties

Richard Bland College (RBC) is a two-year, residential, liberal arts transfer institution that focuses on preparing students for transfer to highly ranked colleges and universities. The College is a hidden gem located outside the Tri-Cities region—and its rural setting featuring 750+ acres of wetlands, bucolic forest, and the state's oldest and largest pecan grove.

The Senior Financial Aid Technician/Outreach Support Specialist is committed to offering an exceptional student experience and supporting RBC's Strategic Plan by providing direct counseling services to prospective and enrolled students regarding financial aid opportunities, options, and requirements.

The Senior Financial Aid Technician/Outreach Specialist is responsible for evaluating financial aid applications and determining aid packages while ensuring the College is compliant with federal, state, and institutional regulations and policies. The incumbent also processes financial aid in automated systems, monitors progress and identifies any issues requiring immediate resolution. The Senior Financial Aid Technician/Outreach Specialist performs general office duties and provides support to the Director of Financial Aid in the daily implementation of student financial aid programs.

Job specifications include, but are not limited to:

- Ability to conduct internet-based research on financial aid topics
- Knowledge of current federal financial aid regulations, needs analysis, and packaging

principles

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from students and the public
- Ability to work with mathematical concepts such as probability and statistical inference
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Coordinate various administrative duties; interpret and apply a variety of complex policies and procedures; set deadlines, priorities, and complete projects accordingly
- Expected to be inquisitive, self-motivated, possess attention to detail, the ability to learn quickly and work assignments to completion
- Participate in internal and external audits
- Must be able to secure National Student Loan Data System (NSLDS) access

Minimum Qualifications

- Proficiency in Microsoft Office with emphasis in Excel.
- Customer service experience.
- Experience conducting presentations and presenting information to the public.
- Advanced mathematical skills
- Experience completing administrative tasks
- Previous experience in a Financial Aid Office with relevant experience in financial aid regulations, policies, and coordination of student aid

Additional Considerations

- Bachelor's Degree in Business or related field
- Higher Education Experience in a Financial Aid environment
- Master's Degree in Business or related field
- Experience participating in internal and external audits

Special Instructions

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to "Your Application" in your account to check the status of your application for this position.

RICHARD BLAND COLLEGE IS AN AA/EEO EMPLOYER – Richard Bland College of William & Mary is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. In keeping with this policy, the College does not discriminate and makes no distinction in the admission of students, nor in any other of its official activities, based on race, color, national origin (ancestry), religion

(creed), age, military service or veteran status, marital status, parental status, political affiliation, sex (including pregnancy and gender identity or expression), sexual orientation, family medical history or genetic information, disability, any other status protected by law, or any other non-merit based factors. The college also prohibits sexual misconduct including sexual violence or harassment. All standards and policies governing college employment and student employment, recruitment, admissions, financial aid, and support programs are applied accordingly.

In compliance with the Americans with Disabilities act (ADA), RBC will provide, if requested, reasonable accommodation to applicants in need of access to the application, interviewing and selection processes.

BACKGROUND INVESTIGATIONS: Final candidates are subject to a background investigation. The investigation may include: local agency checks; criminal record check; driving record; employment verification; verification of education; and other checks requested by the hiring authority related to the position.

LAYOFF POLICY: If you are a classified employee and have been affected by DHRM Policy 1.3 Layoff and possess a valid Interagency Placement Screening Form (Yellow Card) or a Preferential Hiring Form (Blue Card), you must attach a copy of the card with your application prior to the job posting closing date.

ELECTRONIC APPLICATIONS ONLY: A fully completed state application or résumé must be submitted for this position electronically through this website. Unfortunately, RBC cannot accept mailed, emailed, faxed, or hand delivered applications and résumés. This website will provide a confirmation of receipt when the application is submitted for consideration. You have not completed the process until you receive a confirmation number.

ANNUAL FIRE AND SECURITY NOTIFICATION: The Annual Fire and Security Report(s) include campus security information, campus fire statistics, safety procedures, and provides statistics for criminal and disciplinary offenses. The report(s) are provided annually in compliance with the Clery Act and the Higher Education Opportunity Act (HEOA). Richard Bland College of William & Mary Annual Safety and Security report and the Annual Fire Safety report is available at: <https://www.rbc.edu/wp-content/uploads/2024/09/2024-Annual-Campus-Security-and-Fire-Safety-Report.pdf> . A hard copy of the Annual Security and Fire Safety reports and/or a copy of the Criminal Incident and Fire Incident Logs are maintained at the Department of Campus Safety & Police and will be provided upon request.

APPLICATION INSTRUCTIONS: For full-time teaching faculty positions and adjunct faculty (part-time teaching faculty), applicants must submit a cover letter specifying their interested teaching discipline and statement of teaching philosophy, their schedule

availability, résumé/curriculum vitae , all unofficial transcripts, and a list of three (3) professional references. Please note: official transcripts are required on the first day of employment for all teaching faculty positions at RBC.

For administrative and professional faculty positions the cover letter, résumé, all unofficial transcripts and a list of three (3) professional references are required. Official transcripts are also required on the first day of employment for administrative and professional faculty positions at RBC.

IN COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY LAWS: Employees or prospective employees who believe they have witnessed or experienced discriminatory conditions or discriminatory acts related to RBC employment practices or inaccessible conditions should present their concerns to:

Chief Business Officer

Richard Bland College of William & Mary

Physical Address: Pecan Hall, Second Floor, 11301 Johnson Road, South Prince George, VA 23805

Telephone: (804)862-6100, extension 6208

Email: ssokol@rbc.edu | 804-862-6100, extension 8603

IN COMPLIANCE WITH TITLE IX: Employees, prospective employees, student workers, or prospective student workers who believe they have witnessed or experienced discriminatory conditions or discriminatory acts related to RBC employment practices or inaccessible conditions that are inclusive of sexual misconduct, sexual violence, sexual harassment should present their concerns to either of the following:

Title IX Coordinator

Richard Bland College of William & Mary

Physical Address: Maze Hall, 11301 Johnson Road, South Prince George, VA 23805

titleix@rbc.edu | 804-862-6100, extension 6464

Or,

Department of Education

Office of Civil Rights

400 Maryland Avenue, S.W.

Washington, DC 20202-1100

www.ed.gov

Contact Information

Name: Richard Bland College - Office of Human Resources

Phone: 8048626100

Email: rbchr@rbc.edu

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: [Career Pathways for Individuals with Disabilities](#), or call DARS at 800-552-5019, or DBVI at 800-622-2155.

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Note: Applicants who received a Certificate of Disability from DARS or DBVI dated between April 1, 2022- February 29, 2024, can still use that COD as applicable documentation for the Alternative Hiring Process.