



Northwest Louisiana Technical College is accepting applications for the following position:

Full-time **Financial Aid Officer** at the **Northwest LTC Shreveport Campus**

The Financial Aid Officer will perform a wide variety of duties:

- Ensures financial aid programs utilizing public and/or private funds are capably administered and accurately documented
- Ensures student financial aid is processed efficiently and meets all local, state, and/or federal regulations
- Ensures the preservation and security of student financial aid records
- Coordinates financial aid payments with other agencies (i.e., Vocational Rehabilitation, VA, GED, and etc.).
- Preparation and processing of financial aid applications
- Provides individual counseling to assist students in assessing their need for financial aid
- Maintains financial aid student record system
- Maintains appropriate and current information for students on financial aid and other resource information
- Compiles research in areas of financial aid received by students when necessary
- Executes all state and federal guidelines for student financial aid

Qualifications and Experience to apply:

Qualifications include a minimum of an Associate's Degree, and (3) three years' experience related to the position summary. . If chosen for employment with the College, it will be dependent on a successful background check.

Please submit a resume, and copy of transcript(s) to:

Northwest Louisiana Technical College
9500 Industrial Drive
Minden, LA 71055

Attn: Human Resources

Or fax: 318-371-3325
Email: ambersaunders@nwltc.edu

Resumes and transcript(s) will be accepted **until position is filled**. For additional information, please call (318) 371-3035 x1221.

Louisiana Technical College is an Equal Opportunity Employer
Northwest LTC does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admissions to it's programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Northwest LTC does not discriminate in its hiring or employment practices.