General Qualification Requirements

Experience and Training: Competent computer skills with knowledge of Microsoft Office suite are required.

Education: Associate Degree is required.

Knowledge, Skills, and Abilities: Initiative to learn policy and practices related to federal financial aid, task oriented, critical thinking, excellent communication and leadership.

Travel: Minimal

Preferred Qualifications: Experience with community college financial aid processes and Ellucian/Colleague.

Minimum Educational Qualifications: Associate Degree
Maximum Educational Qualifications: N/A

Salary or Salary Range: This is a full time 12-month position with full time benefits. The salary for this position is based on the Administrative salary schedule - 285 points. The salary is $36,710 to $39,547 based on experience. Applications will be accepted until this position is filled. This position is available on 11/30/2026.

This is a security-sensitive position and is subject to a criminal history record. Criminal history records will be used only for the purpose of evaluating applicants for employment in security-sensitive positions. (Texas Government Code 411.094 & Texas Education Code 51.215)