



**American Samoa Community College
EMPLOYMENT OPPORTUNITY**

Position Title: Financial Aid Coordinator
Employment Status: Full Time 12 months (Career Service)

General Description:

The Financial Aid Coordinator works under the direct supervision of the Financial Aid Officer. The successful candidate will assist students with FAFSA applications, verifications, etc. This person will also be responsible for FWS Program, FA Outreach, and NSLDS Report tracking. The position requires knowledge of data entry; organizational skills; maintenance of accurate, complete, and confidential records; working with stakeholders, agencies, the ASCC Business Office; and following all Federal and State regulations and guidelines.

Responsibilities and Duties:

- Coordinate and monitor the Federal Work Study Program
- Be responsible for the bi-monthly NSLDS Reporting requirements
- Coordinate with the Admissions Office on outreach programs
- Develop brochures and a yearly Financial Aid student handbook
- Perform other duties as assigned by the Financial Aid Officer

Minimum Qualifications:

- Associate's Degree or some college credentials in lieu of degree, five years of experience in direct field
- Bachelors Degree in General Accounting, Human Resources.

Salary Range: GS 13/09-19: \$22,240.00 - \$30,040.00 per annum

Application Deadline: July 15, 2021 no later than 4:00pm.

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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