



POSITION ANNOUNCEMENT
Financial Aid/Loan Specialist
(Full-Time/Non-Classified Position, De Queen Campus)

The Financial Aid Specialist is responsible for providing comprehensive financial aid services, including counseling students and processing awards for loans and other types of financial assistance. This role ensures compliance with all applicable federal and state regulations, as well as institutional policies, related to the administration of student financial aid.

DUTIES AND RESPONSIBILITIES:

- Work under the supervision of the Director of Financial Aid
- Meets and Counsels students on loans and other financial aid and available scholarships
- Data entry regarding financial aid delivery systems
- Verify, package, and award student financial aid
- Read and apply state and federal regulations (including Title IV regulations, FERPA, and other federal and state regs) to daily processes
- Import, analyze, and export financial aid data between multiple software programs
- Other duties as assigned

REQUIREMENTS:

- Associate degree
- Minimum of two years of experience in financial aid or a related business field (loan experience preferred)
- Strong oral and written communication skills
- Confident public speaker with the ability to present effectively to small groups
- Quick learner with the ability to adapt to various software programs
- Demonstrated ability to provide outstanding customer service and interact positively with the public
- Skilled at multitasking and managing a consistent workload with shifting priorities
- Capable of working independently and collaboratively in a team environment
- Willingness to work occasional evenings and weekends as needed
- Ability to travel as required, including occasional overnight and multi-day trips for training and conferences
- Must successfully pass Criminal Background, Sex Offender Registry, and Child Maltreatment Registry checks

COMPENSATION:

\$28,000 annual salary; plus, an excellent benefits package featuring health, dental, life, and disability insurance (short- and long-term), employer-matched retirement plan, paid sick leave, and educational assistance.

DEADLINE FOR APPLICATIONS:

Friday, November 14, 2025

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0078850**, then click the blue "Apply" button at the top of the posting to begin your application.

HOW TO APPLY (INTERNAL APPLICANTS):

Log in to Workday>Search “Find Jobs Internal” in the search box to view all open positions>Select the position>Apply.

REQUIRED APPLICATION MATERIALS:

Applicants must submit a cover letter, current resume, and copy of college transcripts. Incomplete applications, those missing any of the required documents, will not be considered for the position.

Call (870) 584-1104 or 870-584-1164 if you have questions, or email

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*Persons must have proof of legal authority to work in the United States on the first day of employment.

*Application information is subject to public disclosure under the Arkansas Freedom of Information Act.