



**POSITION:** Financial Aid Technician, Full-time  
Clarkesville Campus

**Description**

Provide assistance in the Financial Aid Department. Duties include data verification, coding and posting/data entry of information and processing applications for financial aid. Assist in the registration process. May perform accounting-related clerical duties that require familiarity with basic financial aid functions. Reports to the Financial Aid Director.

**Minimum Qualifications**

HS Diploma or GED. Must possess or be working toward a diploma or degree in Business, Accounting, or Computer Information Systems.

**Preferred Qualifications**

The preferred applicant will possess an Associate's Degree in Business, Accounting, or Computer Information Systems.

**Salary**

Salary commensurate with education and experience. Benefits include retirement, paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits Program.

**Application Deadline**

Monday, December 17, 2012: 12:00 PM

**Application Procedure**

Submit a NGTC application, current resume, transcripts from all colleges attended, and names and contact information of three professional references to the address below. A criminal history report is required for the recommended candidate. The credit history of a recommended candidate may be investigated when the duties of the position include responsibility for handling money or for those positions charged with overseeing such activities.

North Georgia Technical College  
Attn: Human Resources  
P. O. Box 65  
Clarkesville GA 30523

Call 706-754-7869 for application or download from [www.northgatech.edu](http://www.northgatech.edu)

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