



Position Announcement

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| Title: | Financial Aid Support Associate 3 |
| Classification: | Non-Exempt – Full-time |
| Direct supervision received from: | Vice President Finance and Human Resources |
| Functional supervision received from: | TCATN President |
| Office Location(s): | 100 White Bridge Pike; Nashville, TN 37209 |
| Hours: | Monday – Thursday or Monday – *Friday schedule (37.5 Hours Weekly, *Friday hours are 7:00 – 3:30 each week) Training period will be an M-F schedule |

FUNCTION OF THE JOB:

The Financial Aid Support Associate is responsible for ensuring all financial aid processing functions are provided in a timely and accurate manner and in compliance with all applicable institutional, TBR, state, and federal regulations, policies, and guidelines. This position administers state and federal aid programs, performs Pell Grant reconciliation, federal student aid verification, Return of Title IV (R2T4), and other financial aid related functions for the technical college.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- High school education or educational equivalent, Associate Degree preferred.
- Minimum of two (2) years of full-time experience in accounting or financial processes within the last seven (7) years; financial aid experience preferred.
- Ability to deal tactfully with the public and co-workers.
- Ability to communicate well on a functional level in both written and verbal form.
- Ability to maintain confidentiality.
- Must be proficient in business English, basic mathematics, and spreadsheet/database applications.
- Ability to multi-task with attention to detail and accuracy.

GENERAL REQUIREMENTS:

- Assist in enrolling applicants and in orientation.
- Provide information to current and prospective students concerning financial aid programs.
- Assist students and prospective students in completing the on-line application for federal and state funds.
- Review financial information submitted by applicants utilizing established federal and state guidelines to determine financial need.
- Assist the Financial Aid Manager during informational sessions with interested groups regarding financial aid options.
- Other duties as assigned.



SALARY: Commensurate with education and experience

APPLICATION DEADLINE: Review of applications will begin immediately, and applications will be accepted until position is filled.

SPECIAL INSTRUCTIONS TO APPLICANTS: Unofficial transcripts are acceptable for the application process. Official transcripts are required upon hire. Applicants may be subject to a background check.

APPLICATION PROCEDURE: Interested individuals should submit a cover letter, résumé and TCAT Nashville application via email, fax, or mail to:

Email: rachel.white@tcatnashville.edu

Fax: 615-425-5582

Tennessee College of Applied Tech - Nashville
ATTN: Human Resources
100 White Bridge Road
Nashville, TN 37209

Please download this application, fill it out, and save it with your name

<https://tcatnashville.edu/sites/default/files/media/2025-05/TCAT%20Employment%20Application%20%28Revised%205-2025F%29%201.pdf>

TBR does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Melanie Buchanan, Vice President, melanie.buchanan@tcatnashville.edu, 615-425-5570.

EOE/AA/Title IX/Title VI/ADA Employer "A Tennessee Board of Regents Institution"