



**RENTON TECHNICAL COLLEGE**  
invites applications for the position of:  
**Worker Retraining Financial Aid  
Specialist**

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**SALARY:** \$2,863.75 - \$4,037.65 Monthly

**OPENING DATE:** 10/20/16

**CLOSING DATE:** 11/11/16 11:59 PM

**POSITION:**

Renton Technical College (RTC), located southeast of Seattle, provides career training, retraining, academic education, basic studies preparation and continuing education courses for those seeking marketable job skills or personal enrichment. RTC was recently identified as one of the Top 10 Community Colleges in the Country, by the Aspen Institute's College Excellence Program. Designated as a Leader College by Achieving the Dream Inc., RTC is also proud to be a Military Friendly School, with a goal of serving those who chose to serve.

This full-time, classified and overtime eligible position is part of the Financial Aid Department and reports directly to the Director of Financial Aid. The Worker Retraining Financial Aid Specialist will perform a variety of tasks involving the following financial aid programs: Worker Retraining Program, WorkFirst Program, Basic Food Employment and Training (BFET), Pell Grant, State Need Grant, Supplemental Educational Opportunity Grant (SEOG), and (WorkFirst) Work-Study.

*Renton Technical College is committed to increasing its cultural diversity with an emphasis on equity and inclusion among professional staff. We strongly encourage members of protected groups to apply for this position to meet the needs of our diverse students and service district.*

**KEY RESPONSIBILITIES:**

- Provide leadership in working to improve access and successful educational outcomes for diverse student populations especially underrepresented and underserved student populations.
- Provide primary financial aid functions for Workforce Education Funding Programs.
- Work closely with Workforce education staff to determine eligibility for Workforce tuition programs, including Federal and WorkFirst and WorkFirst work study.
- Counsel and advise students regarding federal, state and all Workforce financial aid opportunities.
- Track and award WorkFirst, BFET and Worker Retraining awards in the Financial Aid Management system (FAM). Ensure students are not over awarded and are eligible based on program regulations and guide lines.
- Provide assistance as needed, at the front counter in the Financial Aid office.
- Stay current on RTC practices pertaining to state and federal rules and regulations pertaining to the financial aid application process to ensure that accurate information is provided to prospective students and the general public.
- Enter and batch corrections to student financial aid applications in the EdExpress software system. Retrieve application results and review to ensure all entries were accepted and are correct.
- Conduct work-study orientations; clarify Federal and WorkFirst work study requirements,

review work-study packets, and collect and review bi-monthly timesheets for accuracy before forwarding to the business office.

- Track quarterly grades to ensure that financial aid students are making satisfactory progress. Send out probation/suspension letters as needed.
- Perform other related duties, as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND RESPONSIBILITIES:**

- Demonstrated leadership or participating in institutional programs with persons from diverse backgrounds such as sexual orientation, racial, ethnic, religious, linguistic, gender, age, socio-economic, physical and learning abilities, and a commitment to an inclusive and equitable working / learning environment.
- High School graduation or equivalent. Associates Degree is preferred.
- Two years of experience in financial aid and familiarity with student management database is preferred.
- Knowledge of and the ability to explain state and federal financial aid rules and regulations.
- Ability to communicate with individuals and groups, both verbally and in writing.
- Ability to work independently with minimal supervision and to be self-directed in a fast paced environment.
- Ability to establish and maintain effective working relationships with students, staff, and the general public.
- Ability to maintain confidentiality, think critically and exercise independent judgment is required.
- Intermediate knowledge of Microsoft Office 2010, specifically experience creating & editing documents, spreadsheets and presentations. Previous success learning new computer software programs/platforms is required.
- Demonstrated attention to detail is required as well as previous experience maintaining accurate records, managing multiple tasks and planning organizing work in order to meet changing priorities and deadlines.
- Ability to represent the college in a positive and professional manner, while using tact, discretion and courtesy.
- Ability to speak a regionally top spoken language other than English is preferred (Spanish, Vietnamese, Russian, Somali, Chinese).

**CONDITIONS OF EMPLOYMENT:**

The person hired must provide authorization for employment in the United States. This person is also required to become a member of the union, Prof-Tech, or pay a representation fee within 30 calendar days after the 6 month probationary period.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.RTC.edu>

3000 NE 4th Street  
Renton, WA 98056  
425 235 2296

[hmail@rtc.edu](mailto:hmail@rtc.edu)

Position #16-P0006  
WORKER RETRAINING FINANCIAL AID SPECIALIST  
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