

Financial Aid Coordinator
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=255988>

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Posted Apr. 21, 2025, set to expire May 17, 2025

Job Title	Financial Aid Coordinator
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Apr. 21, 2025
Application Deadline	05/17/2025
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Financial Aid
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Job Description	

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Financial Aid Coordinator

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

Truckee Meadows Community College (TMCC), located in Reno, Nevada is seeking candidates for a Financial Aid Coordinator. The Financial Aid Coordinator will provide a full range of financial aid

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services for students, parents, and staff. This position will counsel students regarding the financial aid application, financial aid packages, and additional options for funding. The position will act as a liaison and primary contact for student populations which include Success First/Summer Bridge Program, TRIO SSS, Fee Waiver Students, and students with personal circumstances. The position will administer three-quarters of a million dollars for Incentive Grant Programs (Freshman, TMCC, and Graduation). The position will also process financial aid documents regarding citizenship and eligible non-citizenship status and maintain the interdepartmental job aids.

Minimum Qualifications

- Bachelor's degree from an accredited institution.
- Experience with a student information system.
- One (1) year experience in customer service

Preferred Qualifications

- Master's degree from an accredited institution.
- Direct experience working with and knowledge of financial aid programs, needs analysis, verification, packaging, and Return to Title IV procedures.
- Direct experience using PeopleSoft operating system, and accessing other government sites such as FPP, COD, and NSLDS.
- Bilingual skills in Spanish and English.

Responsibilities

1. Advise and counsel students on the availability of financial aid, application process, and guidelines for maintaining eligibility.
2. Administer Federal, State, or Institutional Aid such as the Incentive Grant Program.
 - Use FAFSA information to determine student eligibility including institutional requirements to award eligible students and adjust or cancel awards if students become ineligible.
 - Process, verify, and reconcile federal, state, and/or institutional grant and/or scholarship funds as needed.
3. Review financial aid eligibility for fee waivers and regularly communicate eligibility findings to stakeholders.
4. Process student financial aid documents regarding citizenship and eligible non-citizenship status.

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5. Review and process documents regarding student personal circumstances as they pertain to federal student aid eligibility.
6. Maintain interdepartmental job aids.
7. Conduct outreach activities including evening and weekend financial aid workshops.

Salary and Benefits Information

Salary: \$53,104 - \$66,380 initial salary placement will be dependent on education level and years of experience

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Exempt

Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the

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attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

1) Resume/CV

2) Cover Letter

3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Posting Close Date

05/17/2025

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

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Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Financial-Aid-Coordinator_R0147164-1

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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