
Redacted by HELP Committee

From: ITT National Director
Sent: Wednesday, June 03, 2009 1:39 PM
To: College Directors
Cc: DOF's; District Managers
Subject: SWAT volunteers

Please forward to all FAC's.
Thank you.

We are currently in the process of recruiting FAC volunteers for our 3rd Quarter 2009 SWAT teams.

What

The FAC SWAT team is a group of experienced FAC's who have volunteered and been approved by their DM to work at a different location for a period of time. The SWAT teams usually consist of 3 or 4 FAC's, and focus 100% of their efforts on cleaning up student accounts that currently have an AR balance.

Who

We are looking for FAC's who adapt quickly and easily to a new environment and are able to work well in a newly formed team. Also required is a thorough understanding of the ITT Technical Institute packaging, repackaging, and verification processes and procedures, along with experience in working on AR accounts. Typically FAC's who have been in the role a year or more are preferred.

Where

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The SWAT teams will be assigned to one of three locations selected by HQ, which have yet to be determined. All travel arrangements will be made by HQ and the receiving schools.

When

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The 2nd quarter SWAT teams will begin July 13th and run for 4 weeks through August 7th. The FAC's may sign up for a 2 or 4 week assignment. FAC's who are working on a 4 week assignment are able to travel home one weekend of their choice.

Why

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This is an outstanding opportunity for FAC's to learn a great deal by visiting other locations. Not only will you meet colleagues from all around the country, but also have an opportunity to learn from them various best practices and procedures that may help you improve efficiencies at your own school. In addition, you will gain valuable experience in working on trouble areas of a Finance department. Both of these experiences will help prepare for future opportunities as a DOF, in the event you are ever interested in pursuing such an opportunity. FAC's visiting other locations will be awarded any packaging and repackaging points earned at that location, as determined in our procedure C23.0, but will also be awarded 10 bonus PR points for each week spent serving on a SWAT team.

How to Volunteer

This email should be forwarded to all FAC's immediately. Any FAC who is interested in participating or has additional questions should contact Redacted by HELP Committee by email no later than June 26th. I will then forward all names for final approval to the DM's and Directors.

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