Assistant Director of Financial Aid

Applications are being accepted for a full-time Assistant Director of Financial Aid. The Assistant Director of Financial Aid supports and works closely with the Director of Financial Aid to provide oversight for all aspects of the operation of the offices of financial aid. The individual is responsible for collaborating with the Director of Financial Aid in developing policy and procedures for the college in regard to financial aid compliance.

SKILLS AND QUALIFICATIONS

Education and Experience: Bachelor’s degree in a related field or Associate’s degree and 3 years financial aid experience in college or university financial aid office. Previous office and supervision experience desired. Strong preference will be given to experience with Banner administration financial aid system.

Necessary Knowledge, Skills, and Abilities: Knowledge of legal aspects of student financial aid administration. Additional skills preferred include: supervision of personnel including coaching and mentoring skills, management of an office setting including customer service, communication, time management, judgment, decision making, and regulation monitoring.

A complete job description is attached.

Interested candidates should submit letter of interest and updated resume in Word or PDF format. All such information should be submitted to careers@northweststate.edu using “Assistant Director of Financial Aid” as the subject line by 5 p.m. on August 7, 2014.

For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on “Community” then “Employment Opportunities.”

Office of Human Resources
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 07/31/14 – 08/07/14
**POSITION TITLE:** Assistant Director of Financial Aid  
**DEPARTMENT:** Financial Aid  
**APPOINTING AUTHORITY:** Chief Fiscal Officer  
**SUPERVISOR:** Director of Financial Aid  
**GRADE LEVEL:** Grade Level IV, Exempt

**GENERAL PURPOSE**

This Assistant Director of Financial Aid supports and works closely with the Director of Financial Aid to provide oversight for all aspects of the operation of the offices of financial aid. The individual is responsible for collaborating with the Director of Financial Aid in developing policy and procedures for the college in regard to financial aid compliance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Supervises and evaluates the front-line Financial Aid Assistant office personnel including training to provide exemplary customer service.
2. Provides leadership and supervision to the overall Financial Aid office in the absence of the Director of Financial Aid including, interpretation of regulations, policies and procedures, coordination of workflow, and management of staffing.
3. Assists the Director of Financial Aid in developing, monitoring and evaluating policies and procedures to maintain compliance with federal, state and financial aid regulations and other institutional policies and procedures and practices.
4. Assists in developing, monitoring and evaluating procedures in the financial aid and student information system to aid in complying with federal and state requirements while providing excellent customer service to students and other departments of the college.
5. Collaborate and assist the Director of Financial Aid with financial aid setup in Banner including a new financial aid year setup by interpreting financial aid regulations, along with development and maintenance of financial aid module upgrades and release testing.
6. Responsible for reconciliation and processing of Federal and State Grants, student loans and institutional and foundation scholarships including awarding, disbursing and reporting.
7. Assist the Director of Financial Aid to oversee financial aid processes including: applications, counseling, verification, eligibility determinations, grant, loan and scholarship awards, federal work-study awards, return of federal student aid, professional judgment decisions and financial aid satisfactory academic progress appeals, transfer monitoring, packaging, revisions, and cancellations of student aid.
8. Responsible for overseeing and administering the Federal Student Loan program including the management of the Federal Student Loan default prevention program by maintaining the default prevention plan and serving as the point of contract with any outside parties associated with this initiative.
10. Assist the Director of Financial Aid in preparing and making presentations at FA nights with area high schools.
11. Secondary contact for the Department of Education.
12. Other duties as assigned include any other financial aid office process or procedure,

**DESIRED MINIMUM QUALIFICATIONS**

*Education and Experience:* Bachelor’s degree in a related field or Associate’s degree and 3 years financial aid experience in college or university financial aid office. Previous office and supervision experience desired. Strong preference will be given to experience with Banner administration financial aid system.

*Necessary Knowledge, Skills, and Abilities:* Knowledge of legal aspects of student financial aid administration. Additional skills preferred include: supervision of personnel including coaching and mentoring skills, management of an office setting including customer service, communication, time management, judgment, decision making, and regulation monitoring.

**SUPERVISION RECEIVED**

This position reports directly to the Director of Financial Aid.

**SUPERVISION EXERCISED**

Directly supervises the front line Financial Aid staff and student workers. This position provides backup supervision support for the financial aid office in the absence of the Director of Financial Aid. Supervisory responsibilities are carried out in accordance with NSCC policies and applicable laws. Responsibilities include assisting with interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

**RESPONSIBILITY FOR PUBLIC CONTACT**

This position frequently meets or is in contact with current, former, prospective students and the general public, guidance counselors, regulatory bodies and government agencies.

**LICENSING AND REGULATION**

None required

**TOOLS AND EQUIPMENT USED**

Computers and general office equipment
PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is low.