

Edison State Community College invites qualified candidates to apply for the full-time position of Assistant Director of Financial Aid. The Assistant Director of Financial Aid will, under minimal supervision, assist the Director in the implementation and administration of federal, state, institutional, and external aid awards. This front facing position has areas of responsibility which include monitoring and applying federal, state, and related regulations; utilizing software to ensure efficient processing of student aid while maintaining compliance with state, federal, and donor-based regulations; manage student financial aid office functions and supervise personnel; provide counseling and information sessions for students, parents, faculty, and staff. This individual will be part of a team, which provides support services for internal and external customers of Edison State Community College. The Assistant Director will assist in the day-to-day activities and back-up to any FA position's responsibilities and duties.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer.

Functional Responsibilities:

- Supports the Director in making high-level decisions related to complex policies and procedures, such as professional judgments, SAP Appeals, Special Circumstance Appeals.
- Advise students, parents, college staff, and others by appointment, phone, email, and walk-ins concerning application, eligibility, procedures, and other information on all aspects of student financial aid.
- Functions as the primary representative for the Office of Financial Aid for information sessions, presentations, FAFSA completion events, etc.
- Assist with the management of Veteran Affairs benefits.
- Manage internal and external relationships through outreach and front-facing functions such as special events, FAFSA workshops, and presentations.
- Assist with updates to PPA/ECAR and FISAP submission.
- Report to federal and state agencies as mandated by law.
- Assist in the development of annual documents needed to process aid as well as documents to be used for informative purposes.
- Respond to incoming communication, written, electronic, and verbal.
- Develop, review, and monitor forms, communication, web pages, etc.
- Establish and monitor policies and procedures to assure compliance with federal, state, and institutional regulations.

- Develop a comprehensive understanding of relevant college and student records systems such as registration, admissions, students accounts, and provide similar opportunities for staff.
- Develop an understanding of new software packages, their purposes, and practicality.
- Communicate software and hardware needs and request technical support as needed for compliance purposes.
- Participate regularly in professional development opportunities.
- Utilize all available software packages and online resources including but not limited to: COD, NSLDS, and FAA Access.
- Performs the role of Director of Financial Aid when the Director is out of the office or unavailable.
- Works in conjunction with college personnel to support student recruitment, retention and completion as it relates to financial aid and financial literacy.
- Participates in college events and serves on college committees as appropriate.
- Performs other job duties as assigned by the Director or Vice President of Finance and Institutional Effectiveness.

Required Knowledge, Skills, and Personal Qualifications:

Superior knowledge and understanding of the State/Federal laws and agencies governing student financial aid, excellent people skills, the ability to meet deadlines; solid math and organizational skills; and a strong desire to promote financial aid to students. Must demonstrate professionalism and customer service in accordance with the College's Core Values; maintain positive working relationships, make decisions and solving problems. Assistant Director must maintain confidentiality, positive communication, accurate records, and organizational skills. Must also exhibit flexibility, willingness to learn, and ability to change.

Required Experience:

Five or more years of experience in financial aid. Prior experience with presenting and event planning preferred. Prior knowledge of PPA, ECAR, and FISAP preferred.

Required Educational Background:

Bachelor's Required/Master's preferred

Other:

Some evenings and weekends are required, especially during peak processing season or in the case of an extended staff absence.

Supervises following staff:

Student Workers