

Please Note: If you are applying for more than one position, please submit a separate, complete application



INTENT TO EMPLOY

Posting Date: February 24, 2021

Position: Associate Director of Financial Aid

Minimum Qualifications:

1. Bachelor's degree **required**. Master's degree **preferred**.
2. Minimum of three (3) years of full-time related financial aid supervisory/management experience **preferred**.
3. Minimum of two (2) years of full-time related working experience with an integrated ERP Computer system such as Banner **required**.

Job Functions: The Associate Director of Financial Aid responsibility is to assist the Director with federal, state, and institutional financial aid programs available at Jefferson State in compliance with all applicable regulations and policies. The Associate Director of Financial Aid is also responsible for overseeing the financial aid specialists in carrying out the responsibilities of financial aid processing, such as, verification, Return to Title IV, Satisfactory Academic Progress, Veteran Affairs, etc. This position works closely with the Director of Financial Aid and plays a key role in decision-making and policy development as it pertains to the financial aid department at Jefferson State. The employee will:

1. Assist with the effective operation of the financial aid office by utilizing knowledge and expertise in office procedures and systems management.
2. Participate and provide feedback in the employment decisions, to include the hiring, promotion, and performance management of financial aid staff.
3. Assist the Director with developing and articulating rules and regulations related to: Packing, Awarding (i.e. FWS, Direct Loans, institutional loans, etc.), Verification, Cost of Attendance, Budget Adjustment/Professional Judgement requests, and Satisfactory Academic Progress.
4. Communicates vital information to students, prospective students and parents as to guidelines for Financial Aid processes and eligibility.
5. Assists in maintaining financial aid program accounts with the Business Office and with federal and state government agencies.
6. Work closely with the Veteran Affairs program and serves as reserve School Certifying Official.
7. Monitor BANNER automation reports.
8. Oversee college scholarships, i.e. applications, processing, and awarding procedures.
9. Assist with department Institutional Effectiveness and Strategic Planning processes.
10. Attend professional meetings and workshops at the local and state level to stay abreast of current regulations and advances in financial aid.
11. Oversees the consortium agreement processes and maintains the Policy and Procedures Manual.
12. Assist with monitoring office compliance with Security and Privacy regulations in dealing with Student data.
13. Work with students to resolve conflicts related to the application and understanding of financial aid policies and determine student eligibility for financial aid.
14. In the absence of the Director of Financial Aid, the Associate Director of Financial Aid will be responsible for carrying out all duties.
15. Serve as financial aid representative on college and community committees.
16. Coordinate outreach activities and at times make presentations.
17. Visit high schools for financial aid workshops, college nights, and other programs.
18. Perform other related duties as assigned.

Salary: \$60,000.00 to \$70,000.00 based on ACCS Board of Trustees Salary Schedule C-3 and experience.

Application Deadline: 4:30 p.m., **Extended Deadline Date:** March 19, 2021

Application Procedure: A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. **Remember that the work experience verification completion is your responsibility.** Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***

EQUAL OPPORTUNITY EMPLOYER