

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



INTENT TO EMPLOY

Posting Date: September 30, 2020

Position: Director of Financial Aid

Minimum Qualifications:

1. Master's degree **required**.
2. A minimum of three (3) years of full-time related work experience in a professional level position in higher a education setting **required**. Experience working with student records and BANNER computer program **required**.

Job Functions: Direct federal, state, and institutional financial aid programs available at Jefferson State Community College in compliance with all applicable regulations and policies. These programs include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loans, Federal Direct Loans, Alabama Student Assistance Programs, Scholarships and emergency loans. The employee will:

1. Plan, organize and implement the student aid programs in accordance with the goals and objectives of the college and as required by state and federal regulation.
2. Supervise staff assigned to the financial aid unit.
3. Maintain currency in financial aid regulations and implement modifications as required.
4. Work with students and their families to determine which financial aid options are available and assist them with related application procedures.
5. Serve as financial aid liaison with all areas of the college, particularly Business Operations and the Computer Center.
6. Coordinate financial aid operations to ensure that students needing assistance to attend college are served appropriately.
7. Assure the proper completion and submission of federal, state and institutional reports.
8. Work with students to resolve conflicts related to the application and understanding of financial aid policies.
9. Assure that the Student Assistance and Scholarship Committees fulfill its obligations each year.
10. Visit local high schools, businesses, and organizations to provide financial aid information.
11. Serve as financial aid representative on college and community committees.
12. Perform other related duties as assigned.

Salary: \$80,216.00 to \$115,065.00 based on State Board of Education Salary Schedule C-1 and experience.

Application Deadline: 4:30 p.m., October 14, 2020

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 dates 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 Qualification" section, verification from previous employer(s) required. **Remember that the work experience verification completion is your responsibility.** Please visit <http://jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> (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 856-8598
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