

## TUNXIS COMMUNITY COLLEGE

**POSITION:**                   **Director of Financial Aid Services**  
Full time CCP-19 (12 month, Tenure-Track Position)

**ANTICIPATED**  
**STARTING DATE:**   February, 2016

**MINIMUM**  
**QUALIFICATIONS:**

Minimum of a Master's degree in an appropriate field together with two to five years of related experience is required; five to seven years strongly preferred. Also a minimum of two years of experience in the supervision of the work of others is required. In addition, applicants are required to have demonstrated familiarity with federal, state and private funding sources, their policies and regulations, and reporting requirements (preferred), advanced knowledge and abilities in fiscal management; design of financial assistance strategies conducive to attracting and retaining student meeting college enrollment objectives; strong automated data technology literacy (familiarity with Banner strongly preferred); and interacting favorably with funding organizations, faculty, students, staff and the public.

**RESPONSIBILITIES:**

The Director of Financial Aid Services is accountable for managing a comprehensive program of financial assistance that attracts and retains students and which makes it possible for otherwise qualified students to attend the College, but who are not financially able to do so. The management of the Financial Aid function involves substantial counseling of students and parents on personal financial management as well as providing counseling on academic and personal direction. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student affairs departments to contribute to retention of students and the integrity of the institution regarding state and federal compliance issues. Additionally the Director is expected to assume major responsibility with veterans related financial programs and will be responsible for the supervision of the Veterans Oasis, a center dedicated to the needs of Tunxis veterans.

This broad accountability is achieved through effective performance in these functional areas:

- Program development and administration
- Institutional compliance and program integrity
- Budget and fiscal administration;
- Training, development and supervision of staff; and
- Management of integrated information systems.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**MINIMUM SALARY:**               \$68,419 plus excellent state benefits package

**APPLICATION  
PROCEDURE:**

Submit a detailed letter of interest which directly addresses how your experience aligns with the qualifications outlined above, current resume and the names and contact details of three professional references to:

Tunxis Community College  
Human Resources Department  
Reference: Director of Financial Aid Services  
271 Scott Swamp Road  
Farmington, CT 06032-3187

Mailed applications only - No electronic applications please.  
Official copies of all transcripts and professional credentials will be required of all finalists.

**APPLICATION  
DEADLINE:**

Application materials must be postmarked on or before December 21, 2015.

All candidates interviewed will be required to complete the unclassified Board application form (<http://www.tunxis.edu/human-resources/>)

*Tunxis Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities and veterans.*

Tunxis Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Professor Jessica Waterhouse, Title IX Coordinator, [jwaterhouse@tunxis.edu](mailto:jwaterhouse@tunxis.edu) (860)773-1646 and Affirmative Action/Equal Employment Officer Charles Cleary, [ccleary@tunxis.edu](mailto:ccleary@tunxis.edu) (860)773-1302, Tunxis Community College, 271 Scott Swamp Road, Farmington, CT 06032.