



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Human Resources

POSITION: Director of Financial Aid Services
(Community College Professional 19)
12 Months, Tenure Track Position

ANTICIPATED STARTING DATE: May, 2014

MINIMUM QUALIFICATION: Master's Degree and at least five (5) years' experience encompassing all aspects of school-based federal student financial aid, including veteran's benefits. Additionally, the candidate should have demonstrated leadership and teamwork skills, effective comprehension, listening, presentation, verbal and written communication skills; high ethical standards; orientation toward outstanding customer service; and the ability to multi-task.

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.

PREFERRED QUALIFICATIONS: Familiarity with federal, state and private funding sources and their policies and regulations; personal financial management; design of financial assistance strategies conducive to attracting and retaining students meeting College enrollment objectives; Strong information technology literacy skills (experience with BANNER is preferred); supervision of staff; budget management; ability to favorably interact with funding organizations, faculty, students, staff and public.

RESPONSIBILITIES: The Director of Financial Aid Services reports to the Dean of Student Services and responsibilities include ensuring the Financial Aid Office is properly servicing and processing new and continuing financial aid applicants; completing all internal and external reporting requirements; and ensuring Title IV compliance for the financial aid programs by performing these duties:

- Directs and monitors operations of the student financial services department to ensure established processes are implemented that provide for timely processing of student financial aid;
- Ensures student financial services are in compliance with all federal, state, accreditation, and institutional guidelines/regulations;
- Reconciles the various financial aid programs including Title IV funds, state grant funds, and institutional aid and scholarships;
- Oversees the Veteran's Support Center ensuring accuracy of student information for certification and maintenance of current and accurate student files;
- Ensures all compliance and regulatory reporting is submitted in a timely and accurate manner and that department goals are met;
- Oversees the processing and/or certifications of new and continuing grant applications and the accurate completion of verification and documentation of selected applicants and of independent status;
- Develops and monitors the Financial Aid Office budget, including personnel needs and department operating expenses;
- Monitors college work-study expenditures, students' satisfactory academic progress, federal and state grant expenditures, etc.;
- Calculates refunds and repayments for students who withdraw from school;
- Contributes to student satisfaction through delivery of quality customer service in all aspects of the administration of financial aid and student employment services;
- Supervises professional and support positions who provide advice and assistance to students in the application process for financial aid funding;
- Serves on college-wide committees to enhance student retention and recruitment. Some evening hours are required.

MINIMUM SALARY: \$64,491 approximate annual salary, plus fringe benefits

TO APPLY: Send letter of intent, resume, Board Application (found on the Employment Tab at www.asnuntuck.edu) to:
Human Resources – **JOB CODE: DFAS**
Asnuntuck Community College
170 Elm Street
Enfield, CT 06082
Fax to (860) 253-3069
Or email to AS-Student Services-HR@asnuntuck.edu

APPLICATION DEADLINE: March 21, 2014

ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Asnuntuck Community College does not discriminate on the basis race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information, or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Cheryl Cyr, Title IX Coordinator, ccyr@asnuntuck.edu (860) 253-3045 and Maki McHenry, Section 504/ADA Coordinator, mmchenry@asnuntuck.edu (860) 253-3021, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.