

Connecticut Community Colleges

ANNOUNCEMENT OF POSITION OPENING

- POSITION:** Assistant Director of Financial Aid Services
Full-time Position/Administrator 2
- ANTICIPATED STARTING DATE:** December 30, 2011
- MINIMUM QUALIFICATIONS:** Baccalaureate degree and a minimum of two years professional experience in a financial aid management position, preferably in higher education. Applicants should demonstrate experience with student information systems, preferably with the SunGard HE Banner Financial Aid System, common financial aid office business practices, and the ability to work collaboratively with college financial aid staff. Proficiency with the suite of *MS Office* applications is required.
- Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
- RESPONSIBILITIES:** The Assistant Director serves as the primary contact for the 12 community colleges using the Banner Financial Aid System. The Assistant Director is accountable for participating in the development and maintenance of the automated financial aid information system and for supporting the Director of Financial Aid Services and the colleges in all matters related to financial aid. This is achieved through effective performance in these essential areas: financial aid program operation and maintenance; user support services; liaison to users, technical staff and external agencies; and training and development of college staff.
- SALARY:** Minimum salary \$61,667 - commensurate with experience and excellent State benefits.
- APPLICATION PROCEDURE:**
- Mail letter of intent and resume to:**
Assistant Director of Financial Aid Services Search
Huyen Woods
Board of Regents for Higher Education
61 Woodland Street
Hartford, CT 06105
- APPLICATION DEADLINE:** Applications must be received no later than December 2, 2011

The Board of Trustees of Community-Technical Colleges is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.