

**NAUGATUCK VALLEY COMMUNITY COLLEGE
ASSOCIATE DIRECTOR OF FINANCIAL AID SERVICES
(Community College Professional 18)
12 Month Tenure Track Position**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Naugatuck Valley Community College

Minimum Salary: \$57,739, approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: August 23, 2012

Anticipated Starting Date: Fall 2012

MINIMUM QUALIFICATIONS:

Master's degree in an appropriate field together with two years of experience in a related field.

RESPONSIBILITIES:

The Associate Director of Financial Aid assists in the operation of a program of financial assistance to students. The Associate Director assists students to apply for financial aid, advises them on personal financial and educational expense management, and performs record keeping and reporting assignments. The position may serve as the College's Veterans' Affairs advisor. The Associate Director is responsible for assisting in operating the College's programs of financial assistance to contribute to attracting and retaining students and which help to make it possible for qualified students to attend the College. This is achieved through effective performance in the areas of program operation; record keeping and reporting; training and leading or supervising assigned staff; and when assigned, providing Veterans' Affairs advice and assistance. Heavy use of computers including standard word, spreadsheet and data base applications.

Application Instructions:

For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nvcc.commnet.edu/newsevents/employment.shtml>

ALL EMPLOYMENT, IF OFFERED, IS CONTINGENT UPON PROOF OF CITIZENSHIP OR EMPLOYABILITY UNDER THE REQUIREMENT OF THE IMMIGRATION REFORM AND CONTROL ACT (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.