

Assistant Director, Financial Aid

North Central State College is accepting applications for a full-time Assistant Director of Financial Aid.

Essential duties/responsibilities include but are not limited to the following:

Processing

- Financial Aid application processing:
 - Analyze Institutional Student Information Reports (ISIRs).
 - Determine and track actions and documents needed to complete applications.
 - Complete federal verifications.
 - Determine eligibility for various types and from various sources of aid
 - Make awards.
 - Monitor completion of loan acceptance procedures.
 - Complete transfer monitoring procedures
- Modify financial aid awards:
 - Monitor and process Multiple Reporting Records.
 - Monitor student registration as it affects aid eligibility.
 - Reconcile over-awards.
- Assist in the reconciliation of aid expenditures.
- Manages Financial Aid appeal process
- Manages Federal Work-study program
- *EDE, Colleague*, and Web page administration.
 - Oversee the office's Electronic Data Exchange processes.
 - Collaborate in maximizing the sophistication of the office's usage of *Colleague* software.
 - Maintain the office's Web pages.
- Other duties as assigned

Support to Director

- Provide leadership in advancing the office's goals and objectives.
- Assist Director with State grants and scholarships
- Assist in the development of office policies and procedures.
- Assume responsibility and speak for the office in the absence of the director.
- Collaborate with College employees and persons outside the College regarding issues affecting students' receipt of aid.
- Serve on campus committees.
- Back up office personnel as needed.
- Other duties as assigned.

Supervision

- Provide functional supervision of the office's technician and receptionist.
 - Set expectations, assign duties, provide training, monitor completion, evaluate performance, and provide remediation.
- Other duties as assigned

Advising

- Advise students and parents regarding aid application policies and procedures and about award eligibility and amounts.
- Consult with students regarding problems which might impede their receipt of aid.
- Other duties as assigned

Qualifications:

Education: Bachelor's Degree

Experience: Minimum 3 years of professional-level work experience in a financial aid office; previous supervision experience preferred; experience accessing and using FAA Access, COD, and NSLDS; and experience with Ellucian *Colleague* software preferred.

Please express your interest in this position by submitting a letter of application and résumé to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 5/17/21 and until filled.