Job Posting

Director of Financial Aid

DatePosted: January 30, 2015
Posting End Date: Until Filled

Cisco College is accepting applications for the position of Director of Financial Aid. The Director of Financial Aid is responsible for administering the college financial aid program for students in compliance with federal, state, and college policies and regulations. This position requires a Bachelor’s Degree and three years of experience or five years of continuous experience in financial aid. An applicant should possess experience evaluating, developing, organizing, and successfully implementing financial aid programs, have excellent written and verbal communication skills, exhibit proven ability to collaborate effectively with faculty, staff, students, administration and colleagues in the financial aid field, and exhibit experience in training and developing staff. (Please scroll down to review the complete job description for the position.)

The position will be based at the Residential Campus of Cisco College in Cisco, Texas. It is a 12-month position, plus benefits. The position will be posted until filled. Resume packages are received via email, fax, and USPS, but email is preferred.

Please note: A complete resume package must include a cover letter, completed Cisco College Application (located on the “Jobs” page of our website under “Forms”), resume, and unofficial copy of transcript. Please ensure all required documents are included with your submission – incomplete packages will be returned unprocessed.

Please submit your complete resume package to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Cisco College
Job Description

Job Title: Director of Financial Aid
Reports to: Vice President of Student Services
Classification: Professional II
Last Reviewed: 9/08/2014

Job Summary

The Director of financial aid is responsible for administering the college financial aid program for students enrolled locally or in distance learning opportunities through Cisco College, in conformity with federal, state, and college rules, regulations, and policies.

The Director of Financial Aid will be expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, CC employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All CC employees are expected to follow College policies, rules, regulations, and guidelines.

Primary Duties

1. Keep current with the rules, regulations, and procedures of federal and state programs and insure that the College is in compliance.
2. Monitor, evaluate, and develop a comprehensive financial aid program.
3. Organize and supervise personnel assigned to the College Financial Aid Office.
4. Make arrangements for the procurement of necessary electronic hardware, software, and communication between the College and the U.S. Department of Education and other appropriate institutions and agencies.
5. Keep records as required by federal, state, and College rules and regulations.
6. Complete and/or aid in the completion of appropriate federal, state, and College reports.
7. Counsel with students and parents regarding financial aid and assist with as appropriate.
8. Administer the application process for grants, loans, and institutional scholarships and activity grants.
9. Assign students to College Work-Study positions and process the monthly Work-Study payroll.
10. Correspond as necessary with appropriate persons, institutions, and agencies.
11. Perform other duties as assigned.

Qualifications

1. A minimum of three years of experience in the field of financial aid is preferred.
2. Experience evaluating, developing, organizing, and successfully implementing financial aid programs.
3. Excellent written and verbal communication skills
4. Proven ability to collaborate effectively with faculty, staff, students, administration and colleagues in the financial aid field.
5. Experience in training and developing staff.
6. Bachelors Degree and three years of experience or 5 years of continuous experience in financial aid.

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.