



Posting Date: 1/31/2012
Closing Date: 2/20/2012

Northwest-Shoals Community College

Assistant Director of Student Financial Services

Phil Campbell Campus

Position Announcement

STARTING DATE: **Approximately – April 1, 2012**

QUALIFICATIONS:

- ♦ Bachelor's Degree in Accounting or business related field required
- ♦ Master's Degree in Business or related field preferred
- ♦ Minimum five years supervisory experience required
- ♦ Experience administering student financial aid preferred

ESSENTIAL FUNCTIONS:

- ♦ Administer the financial aid program, including interpretation and implementation of federal, state and local guidelines. Consolidate all financial aid assistance in the Financial Aid Office.
- ♦ Coordinate procedures among various administrative offices to assure effective on-campus procedures for awarding all student aid, including combined financial aid packages.
- ♦ Assist students with the filing of student aid applications.
- ♦ Keep abreast of Federal and State Regulations regarding financial aid assistance for students.
- ♦ File federal and state reports and applications and meet filing deadlines.
- ♦ Review students' financial aid records regularly to insure that no student is over awarded.
- ♦ Process SARS and administer Federal Pell Grant Program.
- ♦ Process applications for Federal College Work-Study and maintain files for the program.
- ♦ Process Direct Loan applications and reports for the Federal Student Loan Program.
- ♦ Maintain accurate records for all financial aid and be prepared for audits and program reviews by state and federal agencies
- ♦ Supervise Scholarship Program.
- ♦ Evaluate and process payment for SEOG, Alabama State Grant and Veterans.
- ♦ Attend all NASFAA, SASFAA, and AASFAA workshops and conferences as required.
- ♦ Coordinate and prepare contracts for WIA and TRA programs.
- ♦ Oversee VA Certifications
- ♦ Coordinate authorizations from Vocational Rehabilitation
- ♦ Process numerous sponsorships by outside organizations.
- ♦ Coordinate the development of unit goals and objectives for Financial Aid.
- ♦ Assist the college in achieving its institutional goals.
- ♦ Serve on various college committees as assigned.

SALARY: Appropriate placement on State Salary Schedule C-3 (\$45,746 - \$69,345)

APPLICATION PROCEDURES:

A complete application packet consists of the following:

- *a completed Northwest-Shoals Community College application form (2008),*
- *a current resume,*
- *postsecondary transcripts (unofficial or official), and*
- *verification of prior work experience (letters from previous/present employers).*
*Work experience verification in **writing, signed, and on letterhead** stating beginning and ending dates of employment and position title from other employers confirming the required level of experience as stated in the "Qualifications" section.*
 - *5 years supervisory experience required*

Submit application packet to:

Northwest-Shoals Community College
Human Resources
P.O. Box 2545 (800 George Wallace Blvd)
Muscle Shoals, AL 35662
Telephone: (256) 331-5229 ● Fax: (256) 331-5459 ● Email: hr@nwscc.edu

CLOSING DATE: Applications should be received by no later than 4:00 p.m., Monday, February 20, 2012

Incomplete application packets and/or applications received after the deadline date will eliminate the possibility of an interview. The submission of all required application materials (an application packet) by the deadline date is the responsibility of the applicant.

Transcripts and letters of verification of prior work experience must be received by the deadline date!

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. If an applicant has a disability and requires accommodations, please notify the Office of Human Resources at (256) 331-5233.

Northwest-Shoals Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.