

## **MMA UNCLASSIFIED JOB POSTING**

<b>POSITION:</b>	Director of Financial Aid (PCN 00749010)
<b>CLASSIFICATION:</b>	MnSCU Academic Supervisor 1
<b>STARTING DATE:</b>	Approximately November 1, 2019
<b>APPOINTMENT:</b>	Full-Time Unlimited
<b>SALARY RANGE:</b>	\$24.79-\$35.91/hour (\$51,762-\$74,980/annual)
<b>APPLICATION DEADLINE:</b>	To receive guaranteed consideration, application materials should be submitted online by September 27, 2019. The search will remain open until the position is filled.

### **RESPONSIBILITIES**

- Plan, organize, and administer financial aid programs and the financial aid office.
- Develop and implement financial aid policies and procedures that are fair and in compliance with federal and state regulations.
- Administer the financial aid programs in a timely manner that enhances the college's ability to recruit and retain eligible students.
- Manage federal, state, and institutional reporting requirements.
- Communicate with federal and state offices regarding funding, audits and program reviews.
- Represent the department in college-wide activities and to external constituents and agencies in matters relating to financial aid.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- 3 years of ISRS or other student record system experience
- Supervisory or lead work experience
- Experience working with people of diverse backgrounds

### **PREFERRED QUALIFICATIONS**

- Ability to articulate policies and rules to constituent groups in and outside the college
- 3 or more years of experience in a Financial Aid office or similar setting
- Organizational skills
- Maintain a high degree of confidentiality
- Good communication skills: writing, speaking, and listening
- Collaboration and teamwork skills
- Interpersonal and customer relations skills
- General knowledge of higher education policies and procedures
- Knowledge of FERPA and Minnesota Data Practices Act



ATCC is constantly seeking to become a more diverse community and to enhance its capacity to value and capitalize on the cultural richness that diversity brings. The College strongly encourages applications from persons with diverse backgrounds.

**NOTICE:** In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's vehicle use criteria and consent to a Motor Vehicle Records check.

**TO APPLY:** Apply online at <https://www.alextech.edu/employment>. Click on Academic Jobs – “How to Apply” link to apply. **You must apply online and attach an electronic resume and copies of your transcript(s) to your online application in order to be considered for this position.**

**CONTACT:** Ruth Dickey; (320) 762-4484;  
Fax: 320-762-4450;  
Email: [employment@alextech.edu](mailto:employment@alextech.edu)

*Benefits include health, dental, life insurance and retirement plan.*

*Alexandria Technical and Community College is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status. All applicants must be able to lawfully accept employment in the United States at the time of employment. This information will be made available in alternative format, such as large print or cassette tape, upon request.*



**MINNESOTA STATE**  
**Alexandria Technical and Community College**

<b>Employee Name:</b>	<b>Position Control Number:</b> 00749010				
<b>Department/Division:</b> Student Affairs	<b>Classification Title:</b> MnSCU Academic Supervisor 1				
<b>Prepared By:</b> Gregg Raisanen	<b>Working Title:</b> Director of Financial Aid				
<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt: <input checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	<i>If Exempt, attach required documentation</i>  If seasonal, list months during the season worked				
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time _____ %	<b>Date Prepared:</b> August 2019				
<table border="1"> <tr> <td>This position description accurately reflects my current job.</td> <td>This position description reflects the employee's current job.</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		This position description accurately reflects my current job.	This position description reflects the employee's current job.		
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<b>Employee Signature</b>	<b>Date</b>	<b>Supervisor Signature</b>	<b>Date</b>		

**POSITION PURPOSE** (*why position exists; how it helps accomplish mission of the department/division*)

The Financial Aid Director Position involves work of a highly technical and professional nature. Incumbent is responsible to plan, organize and administer financial aid programs and the financial aid office. To develop and implement financial aid policies and procedures that are fair and in compliance with federal and state regulations. To administer the financial aid programs in a timely manner that enhances the college's ability to recruit and retain eligible students. To manage federal, state and institutional reporting requirements and to communicate with federal and state offices regarding funding, audits and program reviews. This person represents the department in college-wide activities and to external constituents and agencies in matters relating to the topics described above. Interacts with Federal, State, & local officials.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. Lead, supervise, and direct the Financial Aid staff including, but not limited to, interviewing for hire, coaching and developing, supporting promotion, rewards, assigning and reviewing work, directing work, and disciplining to ensure that staff are skilled and available as needed, and Minnesota State policies and procedures are implemented and appropriately enforced.

**Priority: Essential      Percent of Time: 20%**

2. Financial Aid Administration including developing, implementing, and maintaining policies and procedures for administration of all student financial aid programs that are equitable, effective, unbiased and in compliance with state and federal regulations.

**Priority: Essential      Percent of Time: 30%**

3. Implement and administer all federal, state, and institutional financial aid programs of the college and maintain all necessary records including administering the college's financial aid Satisfactory Academic Process Policy with the college registrar's office.

**Priority: Essential      Percent of Time: 25%**

4. Plan, develop, and supervise a comprehensive work study employment program.

**Priority: Essential      Percent of Time: 15%**

5. Serve as a college resource regarding all financial aid policies and procedures to the college, community, and potential students.

**Priority: Essential      Percent of Time: 10%**

*Priority: Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary.*

## **KNOWLEDGES, SKILLS, AND ABILITIES**

### **Minimum Qualifications** *(expected to have to enter job)*

- Bachelor's Degree,
- 3 years of ISRS or other student record system experience
- Supervisory or lead work experience
- Experience working with people of diverse backgrounds

### **Preferred Qualifications** *(desired but not expected to have to enter job)*

- Ability to articulate policies and rules to constituent groups in and outside the college.
- 3 or more years of experience in a Financial Aid office or similar setting
- Organizational skills
- Maintain a high degree of confidentiality
- Good communication skills: writing, speaking, and listening
- Collaboration and teamwork skills
- Interpersonal and customer relations skills
- General knowledge of higher education policies and procedures
- Knowledge of FERPA and Minnesota Data Practices Act

## **RELATIONSHIPS**

The Financial Aid Director interacts regularly with potential students, present students, prior students, administration, division chairs, faculty, and other ATCC offices. The Financial Aid Director will collaborate with Admissions, Registrar, Business Office, College Foundation, Information Technology, Academic Affairs, Counseling and Student Services, and Institutional Research. The Financial Aid Director must work closely with the Academic Deans, Division Chairs, and the faculty. The Financial Aid Director serves on numerous departmental and cross-functional teams and is also active off-campus on Minnesota State committees and in professional organizations.

**This Position Reports to:** Dean Educational Services

**This Position Supervises** *(classification title; FTE; # in position; note if providing work direction only)*

MnSCU Academic Professional 3 - 1 FTE

MnSCU Academic Professional 1 – 1 FTE

Work Study staff

### **Internal and External Clientele and Purpose of Contact** *(the most significant job related contacts)*

This position addresses issues from present and past students, faculty, college administrative and office personnel, Minnesota State, outside agencies and the general public in a timely manner within data privacy requirements.

### **PROBLEM SOLVING** *(most difficult types of problems to resolve and consequence of error/non-resolution)*

Due to issues involving students, staff, relationships with other areas of the college and administration, the Financial Aid Director must have the ability to resolve the issue or make a recommendation to administration to resolve the issue.

Examples of problems encountered include student misunderstandings about policies and procedures related and unrelated to activities taking place in the Financial Aid office, parents' concerns based upon feedback from students, and other college staff misunderstandings about procedures.

Problems encountered by students must be resolved in a timely, equitable and diplomatic fashion. Many student problems are unique and require the use of professional judgment. This person must ensure the outcomes of the decisions made meet audit standards.

## **FREEDOM TO ACT**

**Budget** (*\$ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend*)

Responsible for disbursing \$12 million in Federal, State and Institutional Financial Aid.

### **Decision(s) Position Makes and Decision(s) Referred to Higher Authority**

This position requires independent judgment abilities to deal with situations requiring immediate response. The individual has the freedom to act within the scope of the responsibilities outlined in the position description.

This person has the freedom to act within the confines of federal and state regulations, state board policies, data privacy regulations and equal rights, and non-discrimination laws.

This person reports to the Dean of Business and Technology through written and oral methods, depending upon the urgency of the needed communication. Interaction occurs on an as-needed basis.

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

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