



ASSISTANT DIRECTOR OF FINACIAL SERVICES

FULL-TIME, CONTRACT

Eastern Gateway Community College is currently accepting applications for the Assistant Director of Financial Services. The purpose of this position is to assist the Director of Financial Services through coordinating, planning, organization, and administration of federal, state and institutional financial aid programs, including grants, scholarships, loans and student employment. This position will perform administrative work involving the processing of student aid applications to determine eligibility for financial aid, dissemination of financial aid information and maintenance of financial aid records. This individual will also be responsible for coordinating daily activities of the Financial Services Office(s).

Salary Range: \$41,273 - \$61,837

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists Director in various areas of office management, including personnel and day to day office operations, training of staff, and staff supervision.
- Advise students, parents, and staff in regard to factors which may affect their eligibility for financial aid and the financial aid process.
- Acts as liaison with other offices and constituents, both on and off campus, to help determine and resolve matters pertaining to students' enrollment, accounts, and academic concerns which may affect eligibility for financial aid under Director.
- Maintain industry best practices by staying abreast of federal and state regulations.
- Monitor to ensure policies and procedures are in compliance for Financial Aid and Scholarships programs.
- Provide leadership and assist the director in identifying departmental needs and implementing policies and procedures to meet those needs.
- Assist Director reviewing the satisfactory academic progress of students (SAP).
- Work on Professional Judgment and Independent Student Status-Dependency, overrides appeals as per Director.
- Assist Director with financial aid awarding, processing and disbursing of the financial aid work study program.

- Manage Federal Work Study program with office staff to adhere to budget and regulatory requirements, students, and policy and procedures.
- Set up partnerships with outside agencies for community service requirements.
- Assist Director with internal and external financial aid communications, i.e. forms, handouts and presentations.
- Be involved in college outreach activities.
- Assist Director in the selection of personnel
- Reviews and monitors the work of staff to ensure compliance and accuracy with all state and federal policies and regulations.
- Verifies documents and maintains student generated information used to determine eligible for financial aid awards.
- Assist director in administering approved budget.
- Attends and participates in professional groups, seminars and/or training.
- Assist director to resolve and/or assist in the resolution of problems and/or complaints and initiates corrective action as appropriate.
- Assist director with training Financial Service staff or other related staff to use PowerFails system.
- Participate in program and statistical reviews/audits; provide for the implementation of resulting recommendations.
- Participate in the ongoing development and maintenance of the departmental policy, procedure and processing manuals.
- Assist the Director of Financial Services with the administration of all aspects of the office operation.
- Knowledge to accurately correspond with the Department of Education, COD and the National Student Loan Data System.
- Assist with updates to the Financial Aid policies and procedures for all federal, state and institutional programs.
- Assumes responsibilities in the absence of the Director of Financial Services.
- Performs routine office duties which include a variety of tasks: duplicating, read and distribute mail, answer telephones and email inquiries, typing, filing, proofreading documents, etc.
- Provide leadership and program management over assigned area of specialty such as Unusual Enrollment History (UEH), Federal Work Study (FWS), Trade Adjustment Assistance (TAA), etc.
- Review correction files daily for students.
- Monitor Unusual Enrollment History (UEH) daily.
- Assist with Consortium Agreement for students.
- Knowledge and understanding of default management and cohort default rates.
- Complete all Trade Adjustment Assistance (TAA) contracts for students. Maintain knowledge of surrounding states (OH, WV & PA) rules for contract completion and monitoring throughout clients time at EGCC.
- Make sure Sponsor Billing is reviewed weekly from Business Office to record in PowerFails by staff.

- Make sure Remedial Students are reviewed and updated in PowerFaid and send letters to students when needed by staff.
- Make sure Third Term OCOG students are updated in PowerFaid and send letters to students when needed by staff.
- Check inventory supplies and order as necessary.
- Performs other duties as requested or assigned.

EDUCATION AND/OR EXPERIENCE:

- Minimum of a Bachelor's degree in Accounting, or related field.
- Three years of financial aid or accounting experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
- Must be or become familiar with financial aid policies and programs offered by the college. Experience with CPS, COD and NSLDS.

SKILLS AND ABILITIES:

- Strong Interpersonal skills.
- Effectively communicate with students and other customers.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Skill in researching regulatory information and resolving financial aid questions.
- Organizing resources and establishing priorities.
- Work effectively with a wide range of constituencies in a diverse community.
- Communicate effectively, both orally and in writing.
- Use computers and related software applications.
- Effectively resolve problems.
- Ability to work independently and with a team.
- Manage time effectively.
- Ability to prioritize work load.
- Ability to defuse difficult, angry or emotional situations with students and/or parents.
- Travel from location to location.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

**Administrative Services
Eastern Gateway Community College
4000 Sunset Blvd.
Steubenville, OH 43952**

*Internal applicants should include an Employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.