

## **Program Coordinator of Work-Study, Scholarships, and Grants**

### **Full-Time, Contract**

Eastern Gateway Community College welcomes applications for ***Program Coordinator of Work-Study, Scholarships, and Grants***. This position will be responsible for the efficient delivery of outreach, hiring, reconciliation and marketing initiatives for Federal Work-Study and Scholarships and for State Grants. The Program Coordinator will manage the eligibility determination and disbursements for all application processing and awarding and will be responsible for management of awareness campaigns; informational workshops about availability and types of financial aid; and communications to new students. This position will be based at our Steubenville campus.

Eastern Gateway Community College offers a generous benefits package including medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance. Salary is based on experience and commensurate with our salary administration plan.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Independently manages the implementation, critical and direct oversight, and regulatory processes for Grants, Federal Work-Study, and Scholarships.
- Determines aid eligibility, processes awards, and provides consultations to financial aid applicants and prospective student groups.
- Provides leadership for Grants, Federal Work-Study and Scholarships via committee participation and managing communications.
- Manages Grants, Federal Work-Study and Scholarships according to federal and state statutes and regulations.
- Establishes strategies for the effective delivery of program aid awards to students to support institutional retention and recruitment goals.
- Coordinates assessment activities for Grants, Federal Work-Study and Scholarships including setting goals and priorities, clarifying policy, and developing internal control procedures.
- Reconciles Grants, Federal Work-Study and Scholarships files to ensure institutional compliance and to demonstrate administrative capability as required by regulations.
- Works with Director to complete FWS information on the FISAP annual report.
- Certifies and tests the accuracy of annual program setup for Grants, Federal Work-Study and Scholarships in SIS system.
- Other duties as assigned.

**EDUCATION & EXPERIENCE:**

- Bachelor's Degree from an accredited institution in Business, Accounting or related field preferred.
- Minimum of 1 – 2 years related work experience.
- Equivalent combination of education and work experience may be considered.

**SKILLS & ABILITIES:**

- Strong organizational, accounting, and analytical skills.
- Demonstrated knowledge in the implementation of financial aid federal and state policies and programs.
- Knowledge of applicable financial aid federal and state statutes and regulations governing assistance programs.
- Strong computer and technology skills and knowledge of financial aid software applications.
- Ability to identify challenges and implement solutions.
- Excellent oral and written communication skills.
- Knowledge of PowerFacts and PowerCampus are desired.
- Applicant must be in good standing in regards to payments on their student loan(s) in order to be able to obtain the Department of Education credentials.

To apply, resumes and the names and contact details of at least three professional references should be sent to Human Resources at:

[careers@egcc.edu](mailto:careers@egcc.edu)

*\*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.