

Coordinator of Financial Aid

Full-Time, Contract

Eastern Gateway Community College welcomes applications for *Coordinator of Financial Aid*. This position will assist the Director of Financial Aid through coordinating the planning, organization, and administration of federal, state, and institutional financial aid programs, including grants, scholarships, loans, and student employment. The Coordinator of Financial Aid 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 position will coordinate the daily activities of the Financial Aid office(s) and will be based at our campus in Steubenville.

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:

- Assists the Director in various areas of office management, including day-to-day office operations, training of staff, and staff supervision.
- Advises students, parents and staff in regards to financial aid eligibility and the financial aid process. Assists students with Special Circumstances forms. Works with staff to clear Department of Education-C-Flags on a student files.
- 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.
- Maintains best practices and current knowledge of federal and state regulations. Monitors and ensures policies and procedures are in compliance with all Financial Aid and Scholarship program regulations.
- Provides leadership and assists the Director in identifying departmental needs and implementing policies and procedures to meet those needs. Assists with maintaining the procedure manual for the office to meet federal, state, and institutional policies.
- Assists with financial aid awarding, processing, and disbursing or removing of funds.
- Assists with internal and external financial aid communications.
- Monitors staff to ensure compliance and accuracy with all federal and state regulations.
- Other duties as assigned.

EDUCATION & EXPERIENCE:

- Bachelor's degree preferred.
- Minimum of 3 years of experience in a financial aid office.
- A degree in business administration, economics, or statistics or coursework in math and accounting considered a plus.
- Equivalent combination of education and work experience may be considered.

SKILLS & ABILITIES:

- Demonstrated knowledge of federal/state financial aid programs.
- Strong organizational and communication skills.
- Strong analytical abilities as well as working knowledge of basic office computer programs such as Word and Excel.
- Demonstrated ability to produce detail-oriented work with speed and accuracy.
- Ability to work with and for individuals from a variety of identities, ethnicities, cultures and socio-economic backgrounds.
- Student services experience and knowledge of other student services areas valuable.
- Experience with PowerFacts/PowerCampus, COD, FAA Access and NSLDS, Excel and the ability to generate and analyze reports from these systems is a plus.
- 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 contact details of at least three professional references should be sent to Human Resources at:

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.