

## **Director of Financial Aid**

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

Eastern Gateway Community College welcomes applications for *Director of Financial Aid*. Under the general direction of the Chief Financial Officer, the Director of Financial Aid is responsible for the development, direction, supervision, compliance and evaluation of college-wide financial aid programs. These programs include Federal Pell Grants, Federal Direct Loans, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and the Ohio College Opportunity Grant (OCOG). Additional financial assistance programs will be managed by the Director including, but not limited to, Alternative loan programs, Horizon Grant, Gateway Grants, Academic Scholarships, Ohio Academic Scholarships, and Ohio National Guard Scholarship.

The Director acts as the Chief Title IV Compliance Officer for the institution and researches and analyzes existing federal and state laws and regulations to align practices with compliance. This position will coordinate the daily activities of the Financial Aid Office 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:**

- Provides overall leadership, management, evaluation and strategic vision of the College's Financial Aid Office. Establishes college-wide financial assistance policies and procedures and ensures adherence to policy.
- Plans, coordinates and implements operating procedures for financial aid programs. Responsible for maintaining the integrity of the financial aid system as well as participating in the implementation of new technology.
- Develops and manages default management initiatives and implements intervention strategies.
- Monitors student eligibility for financial aid and delivery of financial aid monies while ensuring appropriate amounts are awarded to students. Maintains financial aid records in compliance with law and appropriate auditing practices.
- Maintains and updates system parameters and rules to ensure proper administration of financial aid programs, including student applications, award decisions, disbursement of funds and reporting.
- In conjunction with Technology Services, maintains computer systems involved in financial aid processing and keeps abreast of emerging financial aid technology.

- Monitors and coordinates compliance functions for all federal, state and institutional laws, regulations and rules. Essential functions include ongoing development and maintenance of the policies and procedures manual, and audit reporting and monitoring.
- Hires, supervises and evaluates Financial Aid personnel to ensure effective operation of financial assistance programs. Develops and presents staff training for new and current staff to stay abreast of federal and state guidance and regulations.
- Acts as Destination Point Administrator (DPA) including set up new users for access on government systems such as NSLDS, COD, CPS Online and e- Campus Based systems.
- Prepares and submits the College's annual FISAP (Fiscal Operations and Application to Participate) Report and the Financial Aid portion of the annual IPEDS report.
- Responsible for applying to federal and state granting agencies for funding renewal for financial aid programs.
- Coordinates internal and external audits and resolves audit findings. Serves on various committees as needed.
- Prepares reports and makes presentations to College Council, President's Cabinet and Board of Trustees, as needed.
- Maintains a close working relationship with the EGCC Foundation to deliver financial assistance and scholarship programs for students.
- Administers and conducts ongoing reviews and reconciliation of all federal financial aid programs and any other sources of student assistance.
- Oversees the Return of Title IV funds process and workflow; identifies opportunities for operational effectiveness and continuous improvement.
- Liaises with College departments in problem solving issues regarding Financial Aid.
- Coordinates scholarship programs with the Dean of Enrollment Management/Registrar. Communicates to students and parents, as well as potential students and parents, information regarding financial and scholarship programs.
- Maintains strong relationships with campus partners, e.g., Director of Admissions, Department Deans, Registrar's Office, and Controller, Director of Student Billing and Institutional Research to ensure compliance.
- Responsible for short and long term planning to support the College's mission and to meet all state and federal requirements. Prepares divisional budget that supports the College's strategic plan.
- Represents the College at local, regional, state and national levels for financial aid matters.

### **EDUCATION & EXPERIENCE:**

- Associate's required; Bachelor's degree preferred.
- Three years related experience required.
- Knowledge of managing a financial aid program in a multi-site environment, along with knowledge of automated student financial aid systems and student information systems is required.
- Broad knowledge of federal financial aid programs and recordkeeping requirements is essential.

- Knowledge of higher education processes, supervisory and personnel practices, data processing and computer applications is highly desirable.
- Satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties will be considered.

### **SKILLS & ABILITIES:**

- Ability to assess U.S. Department of Education guidance and determine implications for the College and the Office of Financial Aid.
- Ability to research, interpret and summarize relevant laws in accordance with Federal Title IV requirements.
- Ability to utilize and maintain computer programs to package awards and process loans.
- Must be able to independently assess opportunities and define problems, collect data, and establish facts to provide reasonable solutions.
- Must be able to interpret and analyze data for the purposes of reporting, creating and implementing financial aid awarding plans, procedures, and policies.
- Must provide excellent customer service and respond to common inquiries or complaints from current and prospective students and parents, regulatory agencies, and others.
- Ability to understand and utilize basic statistical analyses, including ability to compute and interpret ratios, percentages, charts and bar graphs.
- Ability to interpret industry and data trends and translate into measurable action plans.
- Ability to motivate and lead others to reach objectives.
- Must possess strong written and verbal interpersonal and communication skills to work effectively with a wide range of constituencies in a diverse community.
- Ability to work independently to meet deadlines are essential.
- Ability to effectively present information to groups of managers, customers, and to the general public.
- Must be able to coordinate multiple events and activities while maintaining focus on details and outcomes.
- Demonstrated working knowledge of Microsoft Office applications and strong user skills in automated computer system environment. Knowledge of PowerCAMPUS and PowerFAIDS is preferred.

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

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

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.