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## POSITION: ASSISTANT DIRECTOR OF FINANCIAL AID

### QUALIFICATIONS:

- ◆ Bachelor's degree in business, accounting, education, or other related field **required**.
- ◆ Three years' student financial aid experience **required**.
- ◆ Good management, planning, communication, and interpersonal skills.
- ◆ Demonstrated time management and organizational skills.
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process.

### DUTIES:

- ◆ Assists the Financial Aid Director with the ongoing review of state and federal regulations.
- ◆ Assists with the update of policies and procedures to ensure aid is administered in accordance with applicable guidelines.
- ◆ Provides support for all financial aid programs (VA, WIOA, TAA, FWS, FSEOG, ASAP, and Scholarships).
- ◆ Oversees office operations in the absence of the Financial Aid Director.
- ◆ Assists the Director in preparing institutional budgets, and completing required reports.
- ◆ Oversees training of financial aid employees.
- ◆ Responsible for the satisfactory academic progress (SAP) processing, including appeals.
- ◆ Responsible for the transfer monitoring processes.
- ◆ Prepares dependency overrides and professional judgement files for review and approval by the Director.
- ◆ Packages student financial aid awards, including reviewing corrections returned by the Central Processing System for accuracy, making necessary ISIR corrections, researching and resolving Unusual Enrollment History (UEH) flags, researching and processing bachelor degree flags, completing TIV verification, etc.
- ◆ Conducts financial aid presentations.
- ◆ Oversees all Banner dataload components, including reviewing and resolving output files.
- ◆ Responsible for Next Gen/Dynamic Forms, including building forms required for each academic year per Department of Education and the Alabama Community College System specifications, maintaining clean records for migration to Banner imaging, maintaining the latest software updates, and ensuring up-to-date security rights.
- ◆ Generates, reviews, and processes ARGOs reports as needed.
- ◆ Provides technical assistance for the Financial Aid Office, including researching Banner processes and capabilities to increase efficiency, utilizing technology (such as Excel) to improve efficiency of routine office tasks and workflow, maintaining remote access to aid in troubleshooting computer issues at remote locations, consulting with the College's computer services area as needed, etc.
- ◆ Serves as the office liaison with Admissions and Records, including consulting with that office to determine students' ability-to-benefit statuses, resolves duplicate student numbers and duplicate social security numbers, resolves SSN and date of birth discrepancies, etc.
- ◆ Responsible for Ocelot chatbot initiative for Financial Aid.
- ◆ Maintains the security and confidentiality of all student records in accordance with the Family Educational Rights and Privacy Act (FERPA).
- ◆ Serves on college committees as assigned.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related duties as assigned by the Director of Financial Aid.

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**PROJECTED STARTING DATE:**

April 2022

**SALARY:**

Salary Schedule C-3 – \$50,000 - \$60,000

**APPLICATION DEADLINE:**

March 14, 2022 – 4:00 P.M.

**APPLICATION PROCEDURE:**

**ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.** Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of transcripts of postsecondary education.

*Application materials must provide documentation that the applicant meets all minimum qualifications.*

Send to:

**DIRECTOR OF HUMAN RESOURCES  
GADSDEN STATE COMMUNITY COLLEGE  
P. O. Box 227  
GADSDEN, AL 35902-0227  
(256) 549-8236  
[jobs@gadsdenstate.edu](mailto:jobs@gadsdenstate.edu)**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Application materials are considered privileged and confidential and will be used for employment purposes only.

**Gadsden State Community College is an equal opportunity employer.**  
**It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.**  
**Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.**  
**More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.**  
**The College reserves the right to withdraw this job announcement at any time prior to the awarding.**  
**Any offer of employment is contingent upon a satisfactory criminal background investigation.**  
**This employer participates in E-Verify.**