



Terra is pleased to announce the following open position:

All positions contingent on funding

POSITION

Position Title	Assistant Director of Financial Aid
Reports to	Director of Financial Aid
Department	Financial Aid
Is this position a supervisory position?	Directly supervises student employees. May directly supervise employees of the Financial Aid department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.
Office Location	A 100

SCOPE

Summary of Posting	Assists the Director in providing leadership for and managing the Financial Aid area of the Student Affairs division. Implements strategic financial assistance efforts, related student recruitment programs, and enrollment services such as advising and packaging of awards for students. Serves as a strong advocate for institutional diversity and works to support and retain all student populations. Assists the Director in planning, developing, and administering services, policies, programs and activities in an effort to promote access to higher education as part of the College's mission and strategic outcomes.
--------------------	--

Job Responsibilities

Assists the Director in administering financial aid processes including: applications, verification, eligibility determinations, packaging, grant awards, loan awards, work-study awards, scholarship awards, training vouchers, Veterans benefits, return of federal student aid, and professional judgment decisions.

Assists the Director in formulating and developing financial aid services, policies, and procedures in compliance with US Department of Education and Ohio Board of Regents regulations.

Assists the Director in advising staff members on problems relating to policy, program and administration.

Assist the Director in developing, implementing, and stewarding a default aversion and management plan, as prescribed by the U.S. Department of Education.

Stewards the Charles E. Schell Loan Fund. This includes, but is not exclusive to, reviewing applications for eligibility, tracking repayment, and reconciling the fund ledger.

Represents the College in the community on matters pertaining to financial aid awareness and administration.

Assists the Director in reviewing the academic progress of students. Verifies academic eligibility for student aid.

Maintains Family Educational Rights and Privacy Act (FERPA) guidelines with the processing of students' and families financial aid information.

Responds to students' concerns related to financial aid awards and eligibility, making professional judgments as needed.

REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?

Bachelor's degree in business, education or related field required.

What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?

Two to four years financial aid related experience and/or training required. Demonstrated experience presenting to both small and large groups in public settings required.

What field(s) should the training or degree be related to?

Higher education administration, guidance and counseling, college student personnel, business administration, or related field.

Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list.

Items preferred, but not required (if applicable)

Master's degree in higher education administration, guidance and counseling, college student personnel, business administration, or related field strongly preferred. PowerFAIDS software experience desired.

Knowledge

Proficient in word-processing and presentation software, internet, and e-mail.

Skills

Effective verbal, written, and listening communication skills.

Effective problem solving skills.

Abilities

Demonstrated ability to multitask and manage in a dynamic, changing environment desired.

Demonstrated ability to effectively communicate one-on-one, in small groups, and in classroom situations.

Demonstrated ability to work with a diverse group of students.

Demonstrated ability to advise students.

Demonstrated ability to work as a team player, and collaborate with colleagues.

Other Characteristic
(Personality, Attitude, Social Presence, etc.)

COMPENSATION INFORMATION

Job Classification	Professional Staff
Job Type	Full-Time
Category	Exempt (salaried)
Recruitment Type	External Posting open to general public
Union Position	No
Grade (if union position)	
Work Schedule	Mostly days 8:00am - 5:00pm, Monday through Thursday. Position requires work hours during some evenings and occasional weekends.
Hiring Range (Min - First Quartile)	Range begins at \$36,450

ADDITIONAL POSTING INFORMATION

Job Open Date	Immediately
For Full Consideration Apply By	30-Oct-09
Application Review Date	2-Nov-09
Job Close Date	Position open until filled.
Required Application Materials	Cover letter; resume; official Terra application; Names and addresses of four references, one of whom must have been your supervisor.
Other Special Instructions	Please express your interest in this position by submitting your materials to: Terra Community College HR/Employment Opportunities 2830 Napoleon Road Fremont, OH 43420 OR hr@terra.edu

Terra Community College is an Affirmative Action/Equal Opportunity Employer

Administrative
Professional Staff
Support Staff
Faculty
Non-Credit Instructor
Student Worker

Full-Time
Part-Time

Exempt (salaried)
Non-Exempt (hourly)

Internal Posting for current employees only
External Posting open to general public
Internal - Current Staff Union Employees Only

Yes
No