Posting Date: February 18, 2015

Position Title: Associate Director of Financial Aid

Application Deadline: Open Until Filled

Salary Grade: 16

Minimum Starting Salary: $51,491

FLSA: Exempt

Department: Financial Aid

Job Type: 12 Months/Full Time

Reports To: Director of Financial Aid

SUMMARY: Provides administration, supervision and implementation of all aspects of the financial aid and scholarship programs. Assists the Director in implementation of the award program to ensure awards and disbursements are in compliance with federal and state regulations and university policy. Directly assists the director in preparing reports to the Department of Education, New Mexico Higher Education Department, administration and miscellaneous survey requests. Provides training and supervision for Financial Aid and Scholarship Office staff. Performs other duties and responsibilities as necessary.

DUTIES AND RESPONSIBILITIES

- Assists the implementation of award programs to ensure that financial aid awards and disbursements are in compliance with federal, state and university regulations and policy.
- Interviews, counsels, and assist students and parents with financial aid issues. Conducts financial aid workshops and presentations. Assists with the annual set up of Banner Financial Aid module.
- Responsible for monitoring and maintenance of return of title IV and serves on the Academic Affairs sub-committee for academic petitions.
- Responsible for student budget adjustment requests and professional judgment decisions.
- Responsible for the oversight and management of the Satisfactory Academic Progress review Process; Chairperson for the Financial Aid Appeal Committee.
- Responsible for the annual update of the office policies and procedures manual.
- Supervise and train Financial Aid Staff and serve as back up for all Financial Aid and Scholarship positions.
- Serves on other committees as appointed by director.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor’s Degree in any field.

EXPERIENCE: Three (3) years experience working in a financial aid office in a professional capacity. Demonstrated knowledge of federal and state regulations governing Title IV.

PREFERRED QUALIFICATIONS: Bachelor’s Degree in Business Administration. Knowledgeable and experienced working with Ellucian Banner software.

SPECIAL REQUIREMENTS

- Must be willing to work evenings, weekends and odd hours as required.
- Must possess and maintain a valid New Mexico Driver’s License.
- Must be willing to travel.
REQUIERED KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in organizing resources and establishing priorities;
- Ability to communicate effectively verbally and in writing;
- Ability to maintain confidentiality;
- Ability to create, compose, and edit written material;
- Skill in the use of personal computers and related software applications;
- Ability to make administrative/procedural decisions and judgments;
- Ability to analyze and solve problems;
- Ability to gather data, compile information, and prepare reports;
- Knowledge of general accounting principles;
- Ability to supervise, motivate and train assigned staff;
- Knowledge of staff hiring procedures;
- Record maintenance skills;
- Skill in database management.

PHYSICAL DEMANDS

- Repetitive hand motions and prolonged use of computer.
- Must occasionally lift and/or move up to forty (40) pounds.
- Sitting for extended periods of time.

WORK ENVIRONMENT

- Work is performed in a typical interior/office work environment.
- Work with frequent interruptions.
- Work regularly requires more than 40 hours per week.

APPLICATION PROCEDURE:

A complete application must include: 1) a letter of interest; 2) resume; 3) university employment application; 4) names/address/telephone numbers of 3 professional references; 5) copies of transcripts.

Candidates who are invited for on-campus interviews will be required to submit official transcripts.

References will be contacted in conjunction with on-campus interviews. Submit materials to:

New Mexico Highlands University
Human Resources Department
Associate Director of Financial Aid
Box 9000
Las Vegas, NM 87701

Application materials may be sent via email to: jobs@nmhu.edu

For disabled access or services, call 505-454-3242 or email hr@nmhu.edu

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