Position Title: Assistant Director of Financial Aid
Purpose of Position: Support the Financial Aid Office by maintaining regulatory compliance with State and Federal financial aid regulations
Classification: Administrator
Education: Bachelor’s Degree required (certain area?)
Supervision Received: General supervision; reports to Director of Financial Aid
Supervision Exercised: May coordinate activities of staff and student employees
Work Schedule: Full-time; Monday –Friday, some evening and weekend work required
FLSA Classification: Exempt

Example of Duties:
This position involves frequent verbal, written and email correspondence with students, parents, lenders, outside agencies and Adrian College staff. The successful candidate will:

- Counsel and advise students about financial aid eligibility, application procedures, aid programs, costs, indebtedness, money management and financial planning
- Respond to inquiries from students, parents, or guardians regarding financial aid programs and eligibility
- Collect and/or analyze financial aid data and various system generated reports to determine aid eligibility, make awards within federal, donor and/or institutional guidelines, and verify continued compliance/eligibility status
- Notify students of changes in eligibility of awards and options to amend the situation
- Exercise independent judgment to make exceptions to the prescribed approval process
- Assist in campus related programs such as Tuition Waiver, Tuition Exchange, Endowed Scholarship Awarding, Veterans Benefits, etc.
- Assist with other financial aid activities such as outreach, reporting and monitoring.
- Performs other duties as assigned.

Minimum requirements:
- A Bachelor’s degree with 1-5 years of experience working in a Financial Aid Office in the State of Michigan;
- Basic computer skills including Microsoft Office skills;
- Intermediate Excel experience
- Experience using financial aid software;
- Must be able to perform duties within the normal bounds of an office environment.

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:
A Master’s Degree with 1-5 years of progressively more responsible or expansive experience in a Financial Aid Office in the State of Michigan; advanced knowledge of GoogleMail, PowerFAIDS, Blackbaud, and Microsoft Access is also preferred. Some previous supervisory experience is also a plus. The successful candidate will show initiative and will be organized, punctual, and have a demonstrated ability to prioritize and work independently.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter, resume, and the contact information for two references to Matt Rheinecker (mrheinecker@adrian.edu).