



Associate Director of Financial Aid Services
(12 month, tenure track)

The Associate Director of Financial Aid assists in the operation of a program of financial assistance to students at a Community College. The College attracts students with varying financial circumstances and provides grants, and work-study arrangements as an important element in making it possible for students to enroll.

Funding sources include federal, state and private organizations from whom the College solicits grants and loans. These sources have extensive reporting and compliance regulations requiring the use of complex networked information systems.

The position's role advises students on personal financial and educational expense management, and of performing record keeping and reporting assignments.

Qualifications

Incumbents are required to have demonstrated knowledge and abilities in the following areas:

Familiarity with federal, state and private funding sources and their policies and regulations; Strong information technology literacy skills; Application of financial assistance programs to attracting and retaining students meeting College enrollment objectives; Interacting favorably with funding organizations, faculty, students, staff and public; Oral and written communication; and Experience in Banner and Excel preferred

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriately related field together with one to four years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

For more information about this position, including a full position description please see our website at: <http://qvcc.edu/human-resources/employment-opportunities/>

SALARY LEVEL: **\$63,093 annually, CCP 18**

APPLICATION DEADLINE: **February 22, 2019**

APPLICATION PROCEDURE:

E-mail a completed Community College Application -found at <http://qvcc.edu/human-resources/employment-opportunities/> a current résumé, cover letter, and unofficial transcript(s) to:

Stephanie Wilcox, Human Resources Assistant - swilcox@qvcc.edu

PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Quinebaug Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, , EEO Officer and Title IX Coordinator, pmartland@qvcc.edu , 860-932-4124; Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239