



POSITION TITLE: Financial Aid Assistant Director – Valley Campus

POSITION STATUS: 12 month, full time

FLSA STATUS: Exempt

REPORTS TO: Director of Financial Aid

SUPERVISES: N/A

Reporting to the Financial Aid Director this position provides leadership and management to the Financial Aid Department for a multi-campus institution. Administers federal, state and institutional aid programs in compliance with federal and state laws, regulations and industry standards. Establishes and implements department policies and procedures; works with other college departments to formulate appropriate internal controls and procedures. Maintains up-to-date knowledge of proposed and current legislation, and informs supervisor and the Vice President of all changes that may impact financial aid programs and student enrollment. Prepares and submits all required institutional applications and reports for federal, state and local financial aid programs. Collaborates in the development and maintenance of the financial aid data base system and website, including provision of consumer information for prospective and new students. Monitors and reports the institutions scholarship budgets and expends funds in accordance with college policies. Supervises, coaches and develops financial aid staff. Responsible for training, SAP appeals, policy and procedure compliance.

Duties and Responsibilities:

- Manage all aspects of financial aid programs, ensuring compliance with all federal and state laws, regulations and guidelines as well as all college policies and procedures
- Develop, implement and revise policies and procedures to ensure compliance with federal and state laws, regulations and college policies related to financial aid and scholarships.
- Monitor, approve and/or revise all financial aid packaging for all qualified applicants in accordance with federal, state, institutional and other policies and procedures.
- Oversee the Satisfactory Academic Progress (SAP) and Return of Title IV Funds process, including US Department of Education and National Student Loan Data System notifications.
- Oversee coordination of student loan processing between students, the federal government and CCCS and the college
- Work with the Business Office to ensure accurate and timely exchange of information and awards.
- Collaborate to ensure timely disbursement of financial aid funds and timely student refunds.
- Administer appeal process related to SAP
- Administers and maintains Banner and related software programs related to financial aid.
- Work with the VPSS to establish appeals committee and guidelines

- Complete federal, state and institutional reports including applications for federal funding and reports of expenditures of funds such as the FISAP, SURD's, Gainful Employment and related reports
- Coordinate internal reconciliation efforts and report to reviewed entities such as auditors, program reviewers and accreditation teams.
- Develop and conduct financial aid presentation sand participate in outreach activities in the community
- Assists with student veterans including certifying educational benefits for student veterans.
- Oversee the development, design, revision and update all publications (website, college catalog and related media) relating to financial aid, such as financial aid applications, forms used for tracking applications, correspondence forms and brochures.
- Provide training and materials to College staff regarding the financial aid process
- Counsel and advise students and parents regarding financial needs and problems, and recommend financial aid opportunities and provide counsel on procedures and academic eligibility.
- Maintain, research and submit information to college officials
- Other duties as assigned

Position Qualifications

Minimum:

- Bachelor's degree in business education, counseling, or related field;
- One year, full-time experience in higher education with major responsibilities in financial aid, accounting, or student services;
- Demonstrated management, interpersonal, and organizational skills;
- Polished communication skills – both oral and written;
- Commitment to working with a diverse population;
- Active participation in community programs including civic, charity, or professional organizations;
- Commitment to working as a team member; willingness to attend required meetings, training sessions, or other functions; and
- Willingness to travel in-state or out-of-state.

Preferred:

- Master's degree in business administration, educational administration, counseling and guidance, or related field;
- Experience in Financial Aid Office; and
- Knowledge of, and experience with, computer-based financial aid software.

Necessary Special Requirements:

- The successful candidate must submit to and successfully complete a post-offer, pre-employment background check and drug screen as a condition of hire.
- All degrees must be earned from a regionally accredited institution.

Special Requirements:

The successful candidate must submit to and successfully complete a post-offer, pre-employment background check as a condition of hire.

Salary

Salary is \$30,000-40,000 but will be finalized based on the education and experience of the successful candidate. Excellent benefit package including retirement and health insurance is available.

Application Instructions

For consideration, an applicant must submit the following by the closing date:

- A letter addressing the professional qualifications listed in the position description;
- A current resume;
- Transcripts (of highest education attained; unofficial are sufficient); and
- Three (3) current references. Include addresses and telephone number contact information.

Closing

Closing date for receipt and consideration of candidates is September 30, 2019 at 5:00 p.m. ***Incomplete applicant files may not be considered. Screening of applications to begin immediately.***

Proposed starting date: ASAP

SUBMIT ABOVE APPLICATION MATERIALS TO

TSJC Search Committee, Financial Aid Assistant Director

ATTN: Human Resources

600 Prospect Street

Trinidad, CO 81082

(719) 846-5534

Email: lorrie.velasquez@trinidadstate.edu

Fax: (719) 846-5064 (direct fax, does not require cover sheet)

Inquiries

Lorrie Velasquez, Human Resources – (800) 621-8752, ext. 5534 or (719) 846-5534

Kerry Gabrielson, Vice President, Student Services – (800) 621-8752, ext. 5643 or (719) 846-5643

NOTICE OF NON-DISCRIMINATION

Trinidad State Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Trinidad State Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in its education programs and activities.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State Junior College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5534. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

CAMPUS SECURITY

This position has been identified by the U.S. Department of Education as a Campus Security Authority. As a Campus Security Authority the incumbent in this position is required to report all crimes that they become aware of to the Vice President of Student Affairs, Dean of Students or Human Resources Department at Trinidad State Junior College.

This position must report all incidents, whether directly or indirectly, that you become aware regarding Civil Rights, which includes all sexual misconduct incidences, to the Equal Opportunity/Title IX Coordinator for the College.

This position is responsible for development of student training and awareness programming in campus housing regarding unlawful discrimination and harassment prevention, which includes sexual misconduct, in collaboration with the Equal Opportunity/Title IX Coordinator for the College.

This position is responsible for development of primary prevention and awareness programs in campus housing for incoming students as well as ongoing prevention and awareness campaigns pursuant to the Violence Against Women Reauthorization Act on dating and domestic violence, sexual assault, and stalking, in collaboration with College staff responsible with overseeing Clery Act compliance.

NOTICE TO ALL APPLICANTS

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

ABOUT TRINIDAD STATE JUNIOR COLLEGE

Trinidad State Junior College, located in Trinidad, Colorado, is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College's Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State Junior College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs.

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website at: <http://www.trinidadstate.edu/campus-security.html>. For a hard copy report please contact 719-846-5618

ABOUT TRINIDAD, COLORADO

A well-known landmark, Fisher's Peak, overlooks the City of Trinidad, which is nestled in a valley surrounded by pinon-studded hills. Located 185 miles south of Denver, and just 15 miles north of the New Mexico border on Interstate Highway 25, Trinidad abounds in a panorama of mountain beauty. Ski slopes are within a 60-minute drive from the campus. Recreation parks for camping and fishing are nearby. Trinidad's nine-hole golf course is one of the best in the state. Having a population of approximately 10,000, Trinidad is known for the convenience and friendliness of small-town living. The area is unexcelled for its moderate, dry climate.

For more information about Trinidad State Junior College or the Trinidad and Las Animas County, Colorado, area – please visit the following websites:

- www.trinidadstate.edu
- www.historictrinidad.com
- www.trinidadchamber.com

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TSJC MISSION STATEMENT

Enrich our diverse communities through qualify educational experiences and lifelong learning.