



Director of Financial Aid

Responsibilities: This position is responsible for the administration and integrity of the college's financial aid program, which includes and awarding and disbursement of all federal, state, institutional and private financial aid funds.

General Position Information: This position is responsible for the following: procuring and managing all financial aid funding from all federal, state, institutional and private sources; counsels and corresponds with applicants concerning aid eligibility, cost of education, loan options, loan repayment responsibilities and payment alternatives; responsible for all federal and state financial aid reporting including direct lending and other post-secondary institutions; formulates an appropriate financial aid package for each aid recipient based on student needs and program regulations and limits; performs federal need-analysis, and monitors student awards; reconciles all financial aid funds with the college's Business Office; manages manual and computerized financial aid rules for fiscal audit and controls; manages all aspects of the Federal Work-Study program which includes overseeing student payroll and student work assignments. Some nights and travel may be required.

Minimum Qualifications: It is essential that the right candidate have a Bachelor's Degree, be computer proficient in the Microsoft Office suite, and preferably have some training in a financial aid office. A Master's degree in Counseling or Business Administration and knowledge of Power-Faids is preferred. The right candidate must have excellent public relations skills, written and oral communication skills, computer experience (financial aid software a plus), knowledge of Federal Financial Aid Regulations, accounting skills, organizational skills, personnel management skills/experience, word processing and spreadsheet experience.

Compensation: Compensation: Salary commensurate with credentials and experience starting at \$46,221.40 to \$58,551.82, 100% employer paid health for employees, dental insurance, Maine State Retirement or TIAA CREF, generous vacation/sick time allowances, and 12 paid holidays, professional development, and free tuition within the MCCS.

Application Process: Please submit cover letter, resume, unofficial transcripts and list three professional references by **Friday, April 10, 2015** to resume@wccc.me.edu or Robyn Leighton, Payroll & Personnel Coordinator; Washington County Community College; One College Drive, Calais, ME 04619