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# POSITION VACANCY ANNOUNCEMENT

## Assistant Financial Aid Director

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### **General Description of the Position:**

The Assistant Financial Aid Director, under the supervision of the Director of Financial Aid, is responsible for assisting with the administration of the total institutional financial aid programs.

### **Responsibilities and Duties of the Position:**

1. Assists in the administration of the financial aid programs for the college.
2. Keeps up-to-date on current legislation and legal issues regarding financial aid. This includes reading, interpreting, and implementing regulations published in the Federal Regulations, Federal Student Handbook, letters and memos from the Department of Education, etc.
3. Counsels students and prospective students about financial aid programs and application processes.
4. Conducts verification reviews on the financial aid applicants selected by the Department of Education as well as any selected by the Financial Aid Office.
5. Assists in monitoring financial aid recipients' files (financial aid and academic) for completion before certification of benefits and to prevent overpayment.
6. Gathers and analyzes information; produces reports on Financial Aid Office activities; assists the Director in the gathering of data and the reporting of the FISAP and other mandatory reports.
7. Coordinates the Financial Aid Office activities on the Datatel System including setting priorities and developing internal procedures.
8. Monitors and maintains the integrity of the financial aid division of the Datatel System.
9. Ensure an up-to-date reconciliation of federal Pell Grant funds on a monthly basis; ensure that all federal, state, and institutional funds are awarded in compliance with federal, state, and institutional policy, regulation and/or laws.
10. Participates in student recruitment, registration, and financial aid informational activities.
11. Serves as a member of the Financial Aid committee.
12. Attends professional workshops and conferences.
13. Other duties. (Willingness to accept and fulfill additional assignments.)

**Knowledge, Skills, and Abilities:** Assistant Directors must have significant training and experience in financial aid as well as possess strong counseling and customer service skills. Assistant Directors are expected to interpret and execute institutional policies, exercise independent judgment in the commitment of college resources, and provide instructional and counseling services for students whose financial burdens may otherwise stand in the way of educational success.

**Minimum Education and Experience:** Bachelor's degree required. Previous experience administering Title IV Federal financial aid preferred. Candidate should have exceptional written and oral communication skills, demonstrated counseling skills, and strong interpersonal and customer service skills. Should be proficient in Microsoft Office products including MS Word and Excel.

**Position Available: Immediately.** Application review begins February 1, 2012. To apply: the RCC Application and copies of college transcripts must be received prior to consideration. Incomplete packets will not be considered. Successful applicant must pass a criminal background check.

**Salary:** RCC Salary Schedule 21A, (\$ 41,760 annually), Full-time

**Contact:** Human Resources  
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**COMMUNITY COLLEGE**

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