

Revised: February 24, 2012
February 7, 2012

DIRECTOR OF FINANCIAL AID

RESPONSIBILITIES

- Manages budget and fiscal matters recognizing work related problems, opportunities, priorities and risks
- Directly supervises Financial Aid and related staff
- Administer federal, state, local, and institutional student assistance programs
- Completes all financial aid reporting
- Responsible for the maintenance of files, records, and ledgers in compliance with institutional and federal regulations
- Reviews student files for accuracy of document retention
- Coordinates Midland College students' needs with financial aid offices of upper division colleges and universities to assure continuity of assistance
- Establishes and maintains an ongoing financial aid program
- Keeps abreast of current regulations, changes, trends, and techniques student services and financial aid
- Responsible for updates and changes on all federal, state and institutional regulations and policies relating to student services, financial aid programs and activities
- Facilitates the imaging of all documents to reduce paper files
- Implements all DOE initiatives regarding technology
- All other duties as assigned by supervisor

QUALIFICATIONS

REQUIRED

- Bachelor's degree
- Three to five years of supervisory experience in higher education
- Knowledge of Financial Aid federal & state policies and procedures
- Three to five years of Financial Aid reporting experience
- Knowledge of computer software including MSWord, MSEXcel, and WordPerfect
- Knowledge and understanding of Coordinating Board reporting requirements, federal financial aid reporting requirements, government and private loan programs, scholarship awarding process and FAFSA awarding process

PREFERRED

- Master's degree
- Knowledge of POISE mainframe database systems

SALARY

Salary range is \$40,000 to \$50,000. Salary is commensurate with educational qualifications and experience. Excellent fringe benefits. Due to the possibility of a reduction in State appropriations, the College reserves the right to not fill the position or adjust the stated salary figure.

APPLICATION PROCESS

Interested candidates should send a resume, completed Midland College application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing the responsibilities, qualifications and how the candidate meets the desired characteristics. Applications should be sent to: Zaira Valeriano, Director of Human Resources/Payroll, Midland College, 3600 N. Garfield, Midland, Texas 79705, (432) 685-4534

Midland College Is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.