JOB POSTING
Financial Aid Manager
(Central Administration)

Summary of Responsibilities:
This position assists the Director of Financial Aid with planning, directing, and administering all aspects of the Financial Aid program college-wide.

Duties and Responsibilities:
To serve as chief administrator of financial aid programs in absence of the director and assisting with the following as delegated by the director:

- Organizes internal office procedure and policy for records management.
- Establishes institutional policies for distribution of campus-based aid.
- Responsible for accurate distribution of funds from the Pell Grant program and for compliance with verification regulations.
- Responsible for accurate certification of federally guaranteed student loans and for compliance with all regulations attendant to the loan programs (default management, exit and entrance interviews, etc.).
- Approves loans and as administered by the institution and private organizations.
- Authorizes payment of financial aid to students from appropriate accounts.
- Maintains internal accounting records.
- Responsible for management of the computerized data base (BANNER), including programming and testing.
- Constructs students’ expense budgets.
- Recommends institutional policy for and monitors academic progress of students as required by federal and institutional policy.
- Reviews accuracy of processed application forms and accuracy to determine student’s needs.
- Stays current with federal and state regulations by reading manuals, memoranda, newsletters, and the “Federal Register.”
- Attends financial aid meetings and workshops.

To provide individual and group guidance and counseling services as required:
- Counsels students, families, and administrators in regard to financial aid programs.
- Assists students in completion of financial aid forms and loan applications.
- Distributes and explains financial aid materials in presentations to local businesses/industries/high schools.
- Develops and distributes financial aid consumer information (Student Assistance General Provisions 668.31).
- Conducts high school guidance counselor training.

To supervise the Financial Aid Staff as delegated by the director:
- Provide direct training or arrange for training opportunities.
- Assign and monitor work.
- Evaluate work performance.

To prepare and supervise preparation of reports under general direction of the director:
- Collects data for research and reports.
- Responsible for accurate preparation of Institutional Payment Summary reports for the Pell Grant program.
- Supervises preparation of loan enrollment verification reports.
- Annually prepares Fiscal Operations Report and Application to Participate.
- Collects information and supervises data entry for the annual HEPC/WVCCTCE Data Base Report.

Serve as liaison to state and federal agencies and other colleges and schools when asked by the director.
- Verify West Virginia Higher Education Grant roster.
• Act as chief liaison to the Department of Vocational Rehabilitation.
• Supervises preparation of forms regarding student financial aid eligibility including Financial Aid Transcripts for other colleges, West Virginia Department of Vocational Rehabilitation requests, Department of Education.
• Oversees administration of WIA-TAA program.

Other Duties: Performs other duties as assigned by the Director of Financial Aid.
• Supports the extracurricular activate efforts by attending campus functions.

Must have the ability to travel.

Education:
• Bachelor’s degree in business, student services or similar field or equivalent experience.

Experience:
• Over two (2) years of experience in the following areas is required:
  o Knowledge of financial aid programs and federal and state regulations;
  o Supervisory experience;
  o Experienced in use of BANNER, or other similar student database system.

An equivalent combination of education and recent, related experience may be acceptable.

Skills, Knowledge and Abilities:
• Organizational skills to cope with voluminous records;
• Management skills to build a responsible and efficient work team;
• Interpretive skills to apply constantly changing federal regulations; and,
• Communication and counseling skills to elicit personal information in highly emotional, stressful situations.

Candidates must successfully complete a background screening post-offer of employment.

Reports to: Director of Financial Aid

Classification/Compensation: This is an exempt, classified pay grade 18 position starting at $32,868 per year.

Applications:
Only applicants meeting the minimum qualifications will be considered. Submit a cover letter specifying position of interest, Employment Application (found on the Employment Opportunities page of the www.newriver.edu website) and a copy of college transcripts to the address below. For full consideration, application materials must be received by February 20, 2015 at 4:00 p.m. Position is subject to funding availability and is open until filled. AA/EOE/ADA

Preferred: Email: hr@newriver.edu
Or
New River Community and Technical College
Office of Human Resources
280 University Drive
Beaver, WV 25813