

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POSITION ANNOUNCEMENT

DIRECTOR OF STUDENT FINANCIAL ASSISTANCE

The Louisiana Community and Technical College System (LCTCS) is now taking applications for one Director of Student Financial Assistance to be domiciled in Baton Rouge.

SUMMARY:

This is an unclassified position reporting to the LCTCS Vice President for Student Services and Student Financial Assistance.

The primary responsibility of this position is to promote Title IV Compliance with Federal, State, local and institutional policies/regulations, as they apply to the institution. To oversee the entire operations for the purpose to improve the financial assistance processes through technology and delivery of services to students at the nine Louisiana community colleges and seven regional technical colleges.

Duties and Responsibilities:

1. Responsible for Title IV Compliance planning, organizing, controlling, and directing the Office of Student Financial Assistance of the nine Louisiana community colleges and seven regional technical colleges.
2. Ensure that the Office of Student Financial Assistance is in compliance with federal, state, local and institutional policies/regulations.
3. Professional development (attending seminars, conferences and participation in professional organizations). Also, encourage nine Louisiana community colleges and seven regional technical colleges with their individual participation.
4. Responsible for security of financial aid files/documents.
5. Provide expert advice on federal, state, and institutional financial aid issues for the colleges.
6. Keep abreast of changes or updates regarding federal regulations.
7. Serve as the Financial Aid liaison or representative for the college with USDOE, COD, LOSFA, LASFAA, BOR, Banner, and other agencies.
8. Maintain or update the Office of Student Financial Assistance Policy and Procedures Manual for system office only.
9. Review Policy and Procedures Manual for the nine Louisiana community colleges and seven regional technical colleges.
10. Continuous review and improve the financial assistance processes, technology and delivery of services to students.
11. Formation, execution, review and evaluation of departmental goals and objectives.
12. Monitor the nine Louisiana community colleges and seven regional technical colleges and Office of Finance to ensure compliance with Title IV regulations.

13. Audit all financial aid forms that are uniformly utilized by the nine Louisiana community colleges and seven regional technical colleges to ensure campuses update all forms annually.
14. Monitor community colleges, region and campus financial aid staff to ensure reconciliation of campus accounts is timely in addition to working with USDOE staff and LCTCS staff.
15. Perform other duties as assigned by the Director of Student Services & Student Financial Assistance.

Minimum Qualification Requirements:

- Bachelor's degree; Master's degree preferred ***plus***
- A minimum of 5 years experience in higher education and 3 years experience in Student Financial Assistance as a director, associate or assistant director of financial assistance.

Required Knowledge, Skills and Abilities:

- Working knowledge of automated financial aid management systems for processing and packaging student financial aid; computer Banner application a plus;
- superior knowledge of federal and state regulations governing financial aid,
- proficiency in oral and written communications;
- proven track record in planning, organizing and staff training;
- ability to lead a large operation and to produce quality procedures manuals for system wide consistency, informational material for students, and reports as requested;
- ability to professionally assess and articulate the status and needs of the Office of Student Financial Assistance.

Compensation:

Compensation will be dependent upon education and work experience. For more information about the Louisiana Community and Technical college System, visit www.lctcs.edu.

Application Instructions:

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to: Assistant Director of Human Resources, Louisiana Community and Technical College System, 265 S. Foster Drive, Baton Rouge, LA 70806 or via email to fkillen@lctcs.edu

Applications will be accepted until position is filled.