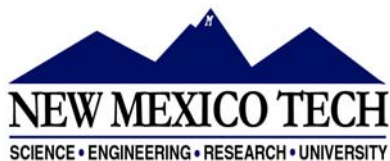


Posted: July 27, 2018



REVISED 7/27/18
POSITION ANNOUNCEMENT

TITLE: ASSOCIATE DIRECTOR

DEPT: FINANCIAL AID

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$42,640-\$53,248

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Counsel students regarding financial aid & scholarships. Review new student admission applications & prepare scholarship offers based on the student's qualifications & scholarship requirements. Enter scholarship awards into computer; this entry involves both Banner & spreadsheet. Assist current students who have questions or problems regarding financial aid. Offer possible solutions & refer to other departments as applicable. Assists with monitoring of academic progress of all students on financial aid & scholarships. This involves reviewing semester grade reports & NMT's satisfactory academic progress policy & scholarship criteria. Work closely with Director in development, implementation & maintenance of policies & procedures, objectives, short & long-range planning to ensure efficient operation of the unit. Review and make decisions concerning financial aid appeals and requests for professional judgement. Oversee supervision of personnel on daily matters, including work allocation, training, & problem resolution. Assist in overseeing all facets of the daily operations of the organizational unit, ensuring compliance with University, state & federal laws, policies & regulations. Assist with audits and program reviews. Assist Director with financial aid & scholarship appeals. Develop & implement projects & programs to assist in accomplishment of established goals. Respond to inquiries about scholarships & financial aid both verbal & written. Performs miscellaneous job related duties as assigned. Attend federal & state workshops & conferences as required. Responsible for maintaining and updating the financial aid website. Represent organization at various community and/or business meetings, committees & task forces; promotes existing & new programs/policies. Assist Director in presentation of financial aid workshops & similar outreach programs in coordination with Admissions Office. Oversee Financial Aid Office in Director's absence. Review scholarship accounts: check scholarship budgets, monitor expenditures & outstanding offers, assign account numbers to scholarship funds. Monitor & advise Advancement Office of expenditures. Meet with prospective students & families; provide financial aid & scholarship information.

REQUIRED QUALIFICATIONS:

Bachelor's degree required, in Business Administration (desired). 3 years of financial aid or related higher education experience required. Knowledge of all areas within financial aid department desired. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies' required. Ability to communicate effectively, both orally and in writing required. Knowledge and understanding of all aspects of student financial aid and scholarships including federal, state, private and institutional programs required. Skill in the use of personal computers and related software applications required. Working knowledge and skill in operating the Banner Financial Aid system and related module components desired. Skill in organizing resources and establishing priorities desired. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures desired. Ability to supervise and train employees to include organizing, prioritizing, and scheduling work assignments desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 080, Socorro, NM 87801-4796