

Posted: June 30, 2023



POSITION ANNOUNCEMENT

TITLE: DIRECTOR OF FINANCIAL AID

DEPT: FINANCIAL AID

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$76,00-\$86,000

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

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

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 SUMMARY:

Reporting to the Vice President of Student Life the Director of Financial Aid is responsible for all aspects of Title IV federal, state, and institutional financial aid programs. The incumbent ensures overall compliance with federal, state, and institutional regulations; and manages overall data collection and dissemination for reports, surveys, and audits. Ensures the financial aid staff and operation delivers a high-quality, responsive, customer-service orientation to internal and external audiences. The Director of Financial Aid has the authority for making decisions relative to financial aid awarding policies, professional judgment issues, operating policies and procedures, expenditure policies, work guidelines for staff assignments and reassignments, and for departmental priorities in the delivery of student financial aid.

JOB FUNCTIONS:

Administration, Planning and Operations **50%**

- Manages coordination and delivery of all Title IV federal, state, institutional and private student aid funds
- Develops scholarship budgets and awards student scholarships
- Monitor allocations, budgets and expenditures for scholarships, aid programs and office operating budget.
- Distribute grants, scholarships and loans to eligible students
- Creates and maintains a professional, welcoming environment for individuals visiting the Financial Aid Office for services and information.
- Represents the Division and Department on University related committees as assigned.
- Provide direct and/or indirect supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Financial Aid Compliance and Information Dissemination **30%**

- Monitor academic progress of students to determine continued eligibility for financial aid and scholarships
- Ensure all processing for US Department of Education and New Mexico Higher Education Department if complete and timely
- Responsible for reporting Title IV financial aid
- Responsible for submitting FISAP reports
- Responsible for submission of DEAR report to State of New Mexico Higher Education Department
- Responsible for sending draw down files to NM HED for State scholarship and aid programs
- Assist IR to prepare financial aid and scholarship information for reporting
- Provide documentation for audits
- Maintain professional knowledge of all federal and state financial aid regulations and policies

Leadership and Collaboration 15%

- Work with campus partners to develop, implement and oversee student employment process for all student employee positions at NMT
- Meet with student and families to discuss and facilitate the financial aid process
- Develop and implement a financial literacy and responsibility program for students that includes personalized services, outreach, education, and programming

Other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor’s degree - Area of study: Business, Education or related. Current knowledge of Title IV Regulations. At least five years of financial aid experience. Knowledge of federal aid reporting processes. Exceptional communication skills.

DESIRED QUALIFICATIONS:

Master’s Degree in Business, Education, or related field. Knowledge of New Mexico state aid reporting processes. Speak Spanish.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 30%	Sitting 50%	Walking 20%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu