

# Associate Director of Financial Aid

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## Personnel Requisition

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### Personnel Requisition

Posting Number:	201101274P
Job Title:	Associate Director of Financial Aid
Location:	Texas Township Campus
Full-Time/Part-Time:	Full Time
Pay Rate:	Minimum of \$52,624 per year. Salary will be based upon education and relevant years of experience beyond the minimum requirements.
Position Type:	Staff
Department:	Financial Aid
Job Summary:	<p>Are you enthusiastic about Kalamazoo Valley Community College? Do you believe in the mission of a community college and want to share that enthusiasm with others? Are you a person who has the confidence to take the lead and make things happen in situations where decisions must be made and action initiated? Do you like to motivate others to success? If so, then KVCC may have the ideal career opportunity for you.</p>

### About Us

Kalamazoo Valley Community College is a comprehensive, fully accredited, public, two-year college in Kalamazoo, MI. We offer associate degrees in more than 60 areas of study and 50 certificate programs. Kalamazoo Valley Community College creates innovative and equitable opportunities that empower all to work, learn, and grow.

### About the Opportunity

Kalamazoo Valley is seeking a full-time **Associate Director of Financial Aid** to serve as the primary operations and compliance officer in all aspects of the financial aid process. This position is critical for ensuring compliance with the various financial aid regulations as Title IV and other state of Michigan programs.

### Duties include, but are not limited to:

- Recommend hire, orient, train and evaluate department employees.
- Monitor and coordinate staff development and training programs, and, through the supervisor and the Human Resources department, develop effective human resources practices.
- Manage operations to ensure accurate, efficient and timely delivery of student aid in compliance with Federal, State, College and private sector program rules and regulations.
- Develop and maintain program procedures, cost of attendance budgets, award guidelines and reports, as needed and required.
- Coordinate the advising of students and parents in all aspects of the financial aid process.
- Package financial aid funds in a compliant manner, and communicate to students and parents as needed.
- Coordinate refunding of financial aid program funds, which includes Return of Federal Title IV compliance, in a timely and compliant manner.
- Manage the financial aid eligibility appeal process.
- Administer Kalamazoo Valley Community College Foundation managed and pass through scholarship funds.

**Knowledge and skill in the following is also required**

- Acceptable supervisory principles and practices
- Financial aid laws, rules and regulations
- Institutional financial aid practices and procedures
- Institutional policies and procedure
- Coordinating comprehensive and complex financial aid functions
- Planning and directing the work of subordinates
- Researching and analyzing data and reports
- Oral and written communications

**Minimum Qualifications:**

Appropriate education, training, experience and talents are requirements. An example of this would be a bachelors degree in an appropriate field and four years of experience in the student services field. Prior supervisory experience is also required

**Preferred Qualifications and Experience:****Physical Demands:**

None identified for this position.

**Work Hours:**

Core business hours are Monday through Friday, 8:00 a.m. - 5:00 p.m.

**Posting Date**

01/28/2024

**Closing Date:****Special Instructions to Applicants:**

Please apply online at [jobs.kvcc.edu](https://jobs.kvcc.edu)

This position will remain posted until filled, however, priority consideration will be given to applications received by Feb 19, 2024

**EEO Statement**

As an employer, KVCC encourages, welcomes, and fosters differences because we believe that diversity makes us great. Diversity extends beyond race, religion, sexual orientation, gender identity, and disability, and encompasses people of all abilities, identities, circumstances, and characteristics. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we continue to enrich lives by teaching and serving our community with excellence. Prior to a job offer, candidates will be required to complete a criminal record background check. For some positions, a credit history investigation will also be required. Information gathered will be used for job-related purposes to the extent permitted by applicable law and will not result in an automatic disqualification from an employment opportunity.

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**Applicant Documents**

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**Required Documents**

1. Resume
2. Cover Letter
3. Unofficial Transcripts
4. Letter of Recommendation

**Optional Documents**

1. Professional References
2. Letter of Recommendation 2
3. Other Document

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**Posting Specific Questions**

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Required fields are indicated with an asterisk (\*).

1. \* Individuals who use tobacco products will not be hired into any full-time position at Kalamazoo Valley Community College. Do you use tobacco products?

- Yes
- No