



Position Opening Notice Director – Financial Aid

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Organizational Relationship:

The Director – Financial Aid reports to the Vice President of Finance.

Required Qualifications:

- Master's degree; OR, a bachelor's degree and four years of progressively responsible experience in Financial Aid administration; OR, an equivalent combination of experience, education, and training
- Extensive knowledge of Title IV Code of Federal Regulations; ability to research, interpret and implement these regulation
- Strong interpersonal, professional, organizational, and communication skills
- Proficient in the use of computers and various software packages including Microsoft Office
- Proven management skills as demonstrated by three to five years of experience in management and direct supervision
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience
- Evidence of the ability to function as an effective member of a large organizational team
- Familiarity with PowerFaids or other financial aid software
- Familiarity with Ed Connect and an ability to train others on its functionality.
- Experience writing and implementing financial aid policies and procedure as required by federal regulations.
- Familiarity with the National Student Loan Data Base (NSLDS) and Clearinghouse.

Preferred Qualifications:

- Ability to effectively develop and manage various budgets and financial aid processes to provide fair and ethical distribution and use of internal and external funds
- Solid understanding of the laws and regulations involved in the proper administration of student financial aid
- A firm understanding of and commitment to the community college philosophy
- Previous experience completing Federal and State reports such as the FISAP, IPEDS and LEAP reports
- Experience implementing or working with enterprise information management systems
- Experience using a degree audit program to determine financial aid eligibility based on eligible credits
- Demonstrated ability to network with external and internal colleagues to implement financial aid best practices
- Demonstrated ability to exercise professional judgment in critical areas including Satisfactory Academic Progress, Maximum Credit, Dependency Override and Income Appeals
- Previous experience administering Direct Federal and Private Loan Programs

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities. Eastern Arizona College is in compliance with the Crime Awareness and Campus Security Act of 1990 as revised. The Annual Security and Fire Safety Report that includes all reported campus crimes is available on the EAC website and can be accessed at http://www.eac.edu/About_EAC/Consumer_Information/report.pdf A paper copy of the report will be provided upon request.

A daily crime log is available from the EAC Police Department upon written request.

A N E Q U A L O P P O R T U N I T Y / A F F I R M A T I V E A C T I O N E M P L O Y E R

Responsibilities:

- Administer all aspects of federal, state, college, and private financial aid programs.
- Ensure regulatory compliance in all areas of financial aid including distribution, audit, and reporting requirements.
- Develop and maintain strict standards for quality control to ensure that federal and state regulations are followed, financial liability is minimized, efficient tracking of application is maintained, and quality service is provided.
- Ensure compliance with external and internal policies and procedures; develop new policies and procedures dealing with ever-changing federal and state requirements.
- Ensure required federal, state, and institutional financial aid related reports are completed accurately and timely.
- Initiate and oversee the supervision, motivation, evaluation and training for financial aid staff.
- Prepare the program budget, monitor expenditures, prepare funding requests and maintain budget compliance.
- Handle highly sensitive and confidential information, records, and materials in compliance with federal, state, and institutional regulations.
- Coordinate operation of the Financial Aid office and work collaboratively with academic program staff, fiscal control, records, computer services, scholarship offices, and other campus and extension sites to ensure the timely and accurate delivery of financial aid funds to students.
- Provide excellent customer service to students awhile counseling with them on financial aid needs and concerns.
- Serve on various standing and ad hoc committees as designated by the district office and perform other duties of a similar nature or level as assigned.

Application Information:

Applicants should send a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities and a signed copy of the EAC application form to:

Eastern Arizona College Human Resources
Director – Financial Aid Position
615 N. Stadium Avenue
Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee’s review is the responsibility of the applicant.

Applicants must be prepared to interview at their own expense.

Closing Date:

Open until filled. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation range is \$78,725 - \$87,723 per year, plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is as soon as practicable once the successful candidate is identified.

Questions:

- Lauri Avila
- Voice: (928) 428-8915
- FAX: (928) 428-2578
- E-mail: lauri.avila@eac.edu