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Non-Classified

Opening

# Financial Aid Director

## Non-Classified Classification

### College of Eastern Idaho (EITC)

**Open for Recruitment:** Open until filled. First application review will be the week of September 8, 2017 – interested candidates are encouraged to apply as soon as possible.

**Full-Time/ 40 hrs.**

**Salary: \$50,400 - \$65,000 plus Competitive Benefits**

**Location(s):** Idaho Falls

**SPECIAL NOTIFICATION:** Incumbent will report directly to the President of CEI. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

**CLASS PURPOSE:** Reporting to the Vice President of Instruction and Student Affairs, the Director works closely with members of the Financial Aid Leadership Team (Assistant Director, Managers, etc.) as well as a wide variety of other Enrollment & Student Services staff to deliver a full range of financial aid services and counseling to CEI's students and their families. The Financial Aid Director will be an experienced customer service professional who participates in all aspects of financial aid administration, counseling, and support. The Director will provide support to CEI's One Stop Student Services locations, students, families, and the CEI community.

The Director is responsible for the daily support services delivered either centrally, or through a CEI One Stop Student Services location and provides expert guidance to other CEI staff, students, and their families. The Director will provide strong leadership and excellent customer service to the CEI community and will have responsibilities including, but not limited to: need analysis, verification, packaging financial aid funds from federal, institutional, state, and other sources, counseling/advising students, running reports, applying rules/regulations, public speaking, and fostering a culture of quality and excellence.

#### **RESPONSIBILITIES:**

- Work closely with other student services and enrollment management staff to provide complete and accurate financial aid information and excellent service to students.
- Interface with the Financial Office to ensure that funds are appropriately distributed in a timely manner.
- Provide support to student, parents, or college personnel regarding detailed financial aid issues above and beyond routine information and processes.
- Keep abreast of federal and state regulations related to financial aid and monitor compliance with those requirements.
- Review and authorize financial aid awards.
- Maintains up-to-date, expert-level knowledge of applicable policies, procedures, regulations, rules, statutes and laws. Assists the CEI community in ongoing compliance efforts.

- Assist students, parents, and other interested parties regarding the types of financial aid programs available, program requirements and responsibilities, and application procedures.
- Provides expert guidance to other CEI staff, students, and their families.
- Provides strong leadership and excellent customer service to the CEI community including, but not limited to: need analysis, verification, packaging financial aid funds from federal, institutional, state, and other sources, counseling/advising students, running reports, applying rules/regulations, public speaking, and fostering a culture of quality and excellence.
- This position is not required to work remotely during non-working hours.

**MINIMUM QUALIFICATIONS OR REQUIREMENTS:**

- Bachelor’s degree in a relevant discipline, 3-4 years direct experience, or any equivalent combination of education or experience from which comparable knowledge, skills, and abilities have been achieved. 1-2 years of experience in a college/university financial aid office or similar setting.
- Strong cross-cultural interpersonal and writing skills are necessary, including public speaking skills and ability to represent the college in a positive way to diverse populations.
- Experience working in a community college setting, serving a diverse, non-traditional student population, preferred.
- Experience with Ellucian Colleague ERP or other major ERP systems, preferred.
- Bilingual (Spanish/English), preferred.

**PHYSICAL DEMANDS INCLUDE:**

This is largely a sedentary role; however, some filing and data entry is required. This would require the ability to lift files, open filing cabinets, bend or stand as necessary.

**WORK ENVIRONMENT:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**HOW TO APPLY:**

Electronically submit a completed application packet (in .pdf or Word format) to [hr@my.eitc.edu](mailto:hr@my.eitc.edu). The application packet must include the following:

1. State of Idaho Employment Application (located at <http://www.eitc.edu/falcons/resources/HR/hrstateofidahoeemploymentapp.pdf> )
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
4. Unofficial Transcripts
5. Three Professional References with direct contact information

**Incomplete packets will not be accepted. Official transcripts required upon hire.**

For additional questions contact: **Human Resources at (208) 535-5495** or by email at [hr@my.eitc.edu](mailto:hr@my.eitc.edu)

*AA/EOE/ADA*

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.