ASSISTANT DIRECTOR OF FINANCIAL AID
(POSITION NO. FA154)

J. Sargeant Reynolds is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three campuses serve over 20,000+ credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: http://www.reynolds.edu.

The College is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The position will be assigned to the Division of Student Affairs, located on the Parham Road Campus, 1651 E. Parham Road.

**TYPE OF APPOINTMENT:**

**QUALIFICATIONS REQUIRED:**
Master’s degree from an accredited institution. Considerable working knowledge of program administration and grant management experience. Considerable knowledge of student financial aid regulations including Federal and State of Virginia financial aid programs. Demonstrated ability to lead and manage a comprehensive, college-wide student financial assistance program including federal grants, state grants, student loans, and work-study programs. Demonstrated ability to accurately interpret federal and state laws and regulations to develop internal policy and procedures; develop written reports; complete required federal and state applications; and automate and streamline internal financial aid processes. Demonstrated ability to utilize current Microsoft Office and spreadsheet software. Demonstrated ability to manage an office budget. Demonstrated ability to simultaneously manage multiple large-scale projects while supervising professional and office support staff. Demonstrated ability to communicate effectively, orally and in writing, with a variety of constituencies including students, faculty, administrators, and staff. The selected candidate will be required to complete the Commonwealth’s Statement of Economic Interest, and must successfully pass the college’s pre-employment security screening. A fingerprint-based criminal history check will be required of the finalist candidate.

**QUALIFICATIONS PREFERRED:**
Progressive experience in leading, directing, and supervising an automated student financial aid program in a community college environment is preferred. Experience in operating financial aid processes using the PeopleSoft Student Information System.

**POSITION RESPONSIBILITIES:**
The Assistant Director of Financial Aid supports the Director of Financial Aid in the administration of a comprehensive program of student financial assistance for all campuses of the college and in the planning and direction of the office management and implementation of office objectives and decisions. The Assistant Director has responsibility for overseeing the daily operations of the office, managing the full range of human resource services to staff, and assists in the training of staff. The position authorizes and disburses financial aid funds. The position contributes to student satisfaction through delivery of quality customer service in administering consortium agreements with other colleges, informational requests from out-of-state grant agencies, scholarships and other third party arrangements, rehabilitative services, National TRUST Service, etc.; as well as expeditiously researching and resolving student dissatisfaction issues. The Assistant Director provides input to revisions and updates of informational materials. This position is expected to stay abreast of and interpret federal, state and college policies interpret and apply them to the delivery of student financial aid management. On an as-needed basis, this position assists in the verification of financial aid data, awards funds and adjusts awards based on enrollment changes.

**APPLICATION PROCESS:**
Application reviews will begin **JUNE 25, 2015**, and will be accepted until the position is filled.

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website http://jobs.virginia.gov/. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college’s nondiscrimination policy should be addressed to: EEO Office, EEO@Reynolds.edu (804) 523-5877.