



Martin Community College

Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

humanresources@martincc.edu

www.martincc.edu/jobs

An Equal Opportunity Employer

Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Position Vacancy Announcement: Assistant Financial Aid Director

Position:	Assistant Financial Aid Director
Job Summary:	Under direct supervision, the Assistant Financial Aid (FA) Director assists in counseling and performing technical and clerical tasks related to the preparation and documentation of FA information; assists in the dissemination of FA information; and assists students, staff and the general public concerning the interpretation of FA program policies and procedures.
Qualifications:	<p>Required:</p> <ul style="list-style-type: none"> • Associate degree with major course work in business administration, accounting, or a related field • One to three years' experience working in college financial aid, accounting, or a related field <p>Preferred:</p> <ul style="list-style-type: none"> • Bachelor's degree with major course work in business administration, accounting, public administration, or a related field • Working knowledge of Federal and State financial aid regulations, policies and procedures • Community college experience • Prior experience in Datatel Colleague
Essential Job Functions:	<ul style="list-style-type: none"> • Provide information to students and the general public regarding FA programs, eligibility requirements and application processes; interpret and explain the Federal, State and College's FA policies and procedures • Process FA applications; review for completeness and accuracy; prepare student files • Notify students of incomplete or missing information needed to process FA applications; perform verification of requested information, and correct student applications within the Department of Education (DOE) Central Processing Center • Process Satisfactory Academic Progress (SAP) and ensure student eligibility by monitoring grade point average, progression in program, attendance, course application to program, lifetime eligibility, and need analysis • Assist in the administration of the Federal Work-Study (FWS) Program and Child Care Grant; collect information and prepare annual reports • Facilitate student access to Finish Line Grants and other available emergency funds • Assist in the administration of all college scholarships and grants received from local and community organizations; assist in the administration of emergency grants within federal and state guidelines; complete and submit financial records for reporting and accountability • Monitor enrollment reports to identify students subject to Return of Title IV aid policy; calculate aid earned, make necessary adjustments, and notify students and Chief Financial Officer (CFO) of outcome • Assist in the administration of FA packages for veteran students; maintain knowledge of Veterans' Educational Assistance Program and certification policy and procedure using VaOnce website; monitor VA student attendance on a weekly basis to determine certification adjustments • Assist in monitoring and ensuring program compliance with federal, state, and local agencies • Responsible for department operations in the absence of the Director
Anticipated Hiring Range:	\$33,865 - \$42,331; based on experience
Additional Information:	None
Benefits:	State Health Plan Dental Insurance Vision Insurance

	Additional Supplemental Insurances NC Retirement Plan Paid Holidays (12)
FLSA Status:	Exempt
Application Deadline:	Start Date: TBD Position Open Until Filled; application review begins 07/01/2021

SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<http://www.martincc.edu/jobs>)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: humanresources@martincc.edu with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892