



POSTED: April 3, 2023

Director of Financial Aid
\$60,000 - \$65,000

The Director of Financial Aid reports directly to the Dean of Students and works closely with the College Bursar, Director of Admissions and Registrar in fulfilling the duties of the position. The Director of Financial Aid is responsible for administration of the college's student financial aid program, including compliance with all federal and state regulations as well as ensuring the proper disbursement of all aid funds. This is a professional, twelve-month position. Some travel, evening and weekend hours are required.

RESPONSIBILITIES

1. Responsible for the overall management of the Financial Aid Office.
2. Supervision of professional, clerical and student staff assigned to the Financial Aid Office.
3. Responsible for assuring compliance with external and internal regulations.
4. Responsible for the formulation of policies and practices related to the office.
5. Responsible for the ongoing interpretation of regulations at both the federal and state level.
6. Administer student financial aid funding from federal, state, local, institutional and private sources.
7. Coordinate the Direct Lending program in compliance with all applicable laws, regulations and policies.
8. Advise and assist students on financial assistance matters and applications for financial aid.
9. Determine student eligibility for financial aid awards.
10. Implement all efforts necessary to reduce default rates attributed to student borrowers.
11. Administer the federal work study program.
12. Prepare, monitor, and manage the annual departmental budget.
13. Responsible for confidential federal and state applications for the college to participate in financial aid programs, and confidential federal and state reports required on the college's administration of these programs and funds.
14. Work collaboratively with the CCC Foundation to select and award scholarships to recipients.
15. Attend conferences, meetings and other events as necessary to maintain knowledge of existing and new financial aid policies, practices, and procedures.
16. Utilize the campus information management system to successfully integrate campus systems with external aid processing systems.
17. Serve as a resource for local high schools, family members and community members regarding financing higher education.
18. Perform other duties as assigned by the Dean of Students.

QUALIFICATIONS:

Minimum of a Bachelor's degree, master's preferred, in an appropriate field of Business Administration or Finance. Experience in college Financial Aid work is required. Must possess knowledge and experience in the areas of laws and regulations (state and federal) involved with the disbursement of student financial aid, including Direct Lending. Outstanding writing and communication skills and demonstrated administration and supervision experience are expected. Must be able to articulate the mission of a community college; must maintain strict confidentiality of student records.

To apply:

The search will remain open until the position is filled. Please submit a letter of application, resume, and CCC application available on the Clinton Community College website under Employment at the bottom of the page: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary