

HILBERTCOLLEGE

OPEN POSITION ANNOUNCEMENT

October 14, 2020

JOB TITLE: Assistant Director of Financial Aid

REPORTS TO: Director of Financial Aid

DEPARTMENT: Financial Aid

Job Summary: The Assistant Director of Financial Aid is responsible for providing leadership, training and assistance in the execution of the technical applications relative to PowerFaid, PowerCampus, and other relevant software applications, that interact with the various offices in the enrollment management division. The Assistant Director of Financial Aid will also meet with students and families to provide guidance on all aspects of financial aid and provide presentations/workshops on financial aid topics to the Hilbert population and local community. The Assistant Director will manage the disbursement and reconciliation process of federal financial aid to meet federal and institutional requirements and will assist with packaging of financial aid. The Assistant Director must maintain extensive knowledge of federal and state financial aid regulations to assist in the administration of financial aid programs.

Requirements/Qualifications: Expertise in counseling and working with students, ability to provide excellent customer service; high level of professionalism, commitment, and work ethic. Demonstrate ability to set priorities, manage workflow and multiple, concurrent high priority projects. Ability and willingness to learn and work with a diverse population in a variety of settings with a special emphasis on data analysis. Bachelor's Degree in a related field; minimum three years of progressive experience in financial aid; Proficient in Microsoft Office; experience in PowerFaid, EDConnect, NSLDS, COD, and PowerCampus preferred. Some evening/weekends required.

Interested candidates should submit a cover letter, resume and contact information for three professional references to:

Maura A. Flynn
Director of Human Resources
jobs@hilbert.edu

Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>

5200 South Park Avenue ♦ Hamburg, New York 14075 ♦ Phone (716) 649-7900