



**ASSISTANT DIRECTOR OF FINANCIAL AID**  
**(POSITION NO. FA154)**

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: [www.reynolds.edu](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.

<b>TYPE OF APPOINTMENT:</b>	Full-time twelve-month administrative faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$62,270 - \$126,288. Approximate hiring salary: \$64,000.
<b>QUALIFICATIONS REQUIRED:</b>	Master's degree from an accredited institution. Considerable knowledge of student financial aid regulations including Federal and State of Virginia financial aid programs. Documented program administration and grant management experience to include technical step-by-step knowledge of financial aid processes in an automated environment. Demonstrated adherence to the highest customer service principles and practices. 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 to accurately interpret federal and state laws and regulations. Demonstrated ability 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 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.
<b>QUALIFICATIONS PREFERRED:</b>	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.
<b>POSITION RESPONSIBILITIES:</b>	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 assists in managing the daily operations of the office, and supervises financial aid technicians throughout the award process. The position leads the verification process, oversees the document imaging process, and assists in authorizing and disbursing financial aid funds. The position contributes to student satisfaction through delivery of quality customer service in responding to 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 awarding of financial aid funds and adjusting awards based on enrollment changes.
<b>APPLICATION PROCESS:</b>	Application reviews will begin <b>JANUARY 26, 2018</b> , and will be accepted until the position is filled.
<b>CONTACT INFORMATION:</b>	Emily Duncan, Recruitment Coordinator Email: <a href="mailto:eduncan@reynolds.edu">eduncan@reynolds.edu</a>

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>. 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.