

Position:

Appointment:

Full-time
Unlimited

Location:

Duluth

Application Deadline:

October 23rd, 2009. Review
begins 10/26/09

Send materials to:

Lake Superior College
2101 Trinity Road
Duluth, MN 55811

Contact:

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HR Assistant
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Minnesota
STATE COLLEGES
& UNIVERSITIES

Academic Professional 1 - Financial Aid - Financial Aid (Unclassified MAPE)

Financial Aid Assistant

Responsibilities:

This position is responsible for the operation of the financial aid office in the absence of the Financial Aid Director. This position manages the Stafford, SELF, PLUS and alternative loan programs, the federal and state work study programs and oversees the VA benefits program. The position is also responsible for managing student financial aid records to ensure the accurate and timely awarding of financial aid and return of Title IV funds. The Assistant Director of Financial Aid serves as a resource specialist regarding financial aid to the school, community and potential students and does financial aid presentations and various events.

- Administers the Stafford, SELF, Plus and alternative loan programs; Provides specialized financial aid customer service to both students and parents with specific financial aid concerns and questions that are beyond the knowledge of the Student Services Center's professional advisors.
- Oversee VA Benefits Program;
- Manages the federal and state work study programs;
- Manages the college's 150% completion rate policy to assure that students do not receive additional financial aid funding past 150% of the length of their program(s).
- Manages student financial aid records using the ISRS system, to provide accurate and timely awarding of financial aid.

Minimum Qualifications:

- This position requires a minimum of an associate's degree;
- At least two years experience in areas of financial aid related to this job description.
- Skill in the area of written and oral communication;
- The ability to independently make decisions;
- Interpretation skills;
- The ability to work with confidential materials;
- Skills in computation with a concern for accuracy;
- The ability to say "no" when that is the only possible response to a given situation.

Preferred Qualifications:

- Have a broad knowledge of financial aid regulations and their implementation, and working knowledge of financial aid computer systems;
- The ability to manipulate data with various financial aid software programs;
- Ability to be flexible.

Application Procedure:

Online applications will be accepted through Governmentjobs.com only. No applications will be accepted via email or other method. Individuals who have overcome barriers similar to those faced by participants (low income, first generation college student, persons of color) are encouraged to apply.

Links:

- Employment for this position is covered by the collective bargaining agreement for the Minnesota Association of Professional Employees which can be found at:

<http://www.mmb.state.mn.us/mape>

NOTICE: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

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