

# MOTLOW STATE COMMUNITY COLLEGE

is accepting applications for the following position:

## **Assistant Director of Financial Aid**

*Smyrna Campus*

Position number: #394  
Salary: \$48,000 - \$53,000  
Application Deadline Date: Until Filled

Motlow State is the fastest growing college in Tennessee. We are located in the beautiful rolling hills of middle Tennessee and have four campuses that serve students from eleven counties. We offer a comprehensive benefits package that includes an excellent retirement package from the state of Tennessee, 401K plan with match, thirteen paid annual holidays in addition to annual and sick leave days, health and dental insurance, tuition discounts, and state employee discounts. Motlow positions are contingent upon funding availability and budget approval.

### **Minimum Qualifications:**

Bachelor's degree from a regionally accredited college/university in Business or related field and a minimum of three (3) years of financial aid operations and administrative experience in a college/university setting; excellent oral, written, and interpersonal communication skills; experience with BANNER Financial Aid system and automated processes preferred; demonstrated proficiencies in microcomputer applications, including database, spreadsheet and word processing; must be able to work some evening and weekend hours and be available for some travel overnight.

### **General Function:**

The Assistant Director of Financial Aid – Smyrna reports to the Associate Director of Financial Aid and is the main liaison for the financial aid office in that area. The incumbent is the primary contact for financial aid activities in Smyrna/McMinnville and will function in that capacity working with general and specific aspects by phone, on-line, and in-person.

### **Major Duties and Responsibilities:**

(Duties and responsibilities listed are examples of work performed and may be modified as needs of the College may dictate.)

- Act as liaison between main financial aid office and the Smyrna/McMinnville locations on financial aid issues to facilitate the administration of financial aid.
- Maintains full understanding of all Financial Aid policies, procedures, and processes and implements them accordingly.

- Assists at other locations as required.
- Monitor and maintain integrity and confidentiality of data.
- Coordinate and assist in training other Motlow staff on financial aid components at Smyrna/McMinnville.
- Assists with the administration of financial aid programs including but not limited to: Federal and State aid, WIOA, Vocational Rehabilitation, Gear-up, Helping Heroes, etc.
- Assists with daily processing (ex. lottery, TNR, TNP, etc.).
- Assist with compiling statistical performance reporting for department and individual performance.
- Assists with department Institutional Effectiveness and Strategic Planning processes.
- Visits high schools for financial aid workshops, college nights, and other programs.
- Primary financial aid contact for local high school representatives.
- Maintains current knowledge of federal, state, and institutional requirements regarding financial aid.
- Assists with the development of policies and procedures for office management.
- Counsels students and parents in person, by letter, telephone, or reception area concerning financial aid, including but not limited to: procedures to obtain federal and state grants; Motlow scholarships; campus work programs; satisfactory academic progress; etc.
- Assists in maintaining financial aid program accounts with the Business Office and with the Federal and State Government agencies.
- Assists with consortium agreements.
- Assists with verification of student financial aid data, awards/adjusts financial aid, addresses potential over awards, monitors student enrollment status, and reviews and decides appeal on satisfactory academic progress.
- Exercises professional judgment to determine student's consideration of eligibility due to hardship.
- Monitors and directs revisions to financial aid awards based on changes in enrollment, professional judgments, and receipt of additional aid
- Assist with ensuring that job aids, manuals and process documents are developed and kept up to date and assessable.
- Attends professional meetings and workshops at the local and state levels to stay abreast of current regulations and advances in financial aid.
- Operate personal computers and associated software (Outlook, Word, Excel, etc.) and Ellucian Banner.
- Manage projects skillfully and establish priorities and meet objectives.
- Communicate effectively and appropriately.
- Maintain files accurately, in paper and in software programs.
- Handle multiple tasks simultaneously.
- Initiate objectives with minimal supervision.

- Performs other essential tasks, requiring less than 5% of time preparation each: preparing catalog revisions, student guides, and other publications; coordinating and responding to audits and program reviews.
- Performs other duties as assigned by the Associate Director of Financial Aid or Executive Director of Financial Aid.

To ensure consideration, interested applicants must submit an application and resume **online** at [www.motlowjobs.com](http://www.motlowjobs.com) .

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Motlow College is an EEO/AA/Title VI/Title IX/Sections 504/ADA Employer

*Motlow State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by the Tennessee Board of Regents or affiliated institution.*