

INGRAM STATE TECHNICAL COLLEGE

Position Announcement

Financial Aid Director

Posted: January 11, 2018

Application Deadline: Search will continue until 3:00 PM on February 1, 2018.

General Information: J. F. Ingram State Technical College is a postsecondary correctional education institution with centers located at Deatsville, Wetumpka, adjacent to Draper Correctional Facility in Elmore County, a presence at the Alabama Therapeutic Education Facility (ATEF) in Columbiana, Alabama as well as at Donaldson Correctional Facility. Its mission is to provide quality educational services to individuals incarcerated in central Alabama's correctional facilities. The student population served is diverse in age, race, educational, economic, and cultural backgrounds.

Qualifications: A master's degree from a regionally-accredited college or university is required. A minimum of five years of documented full-time administrative supervisory experience in financial aid management with primary duties and responsibilities in financial aid management is required.

Job Summary: This is a full-time position reporting to the Dean of Students. The position requires a demonstrated ability to work with a wide-range of college personnel, providing oversight to ensure compliance with applicable federal, state and local laws and requirements as well as in compliance with ACCS Board of Trustee and JF Ingram State Technical College Policies and/or Procedures. Listed below are the essential functions of the position. These may be modified or others assigned in order to meet the needs of the College.

Essential Functions:

- Develops written policies and procedures that affect the school's administration of Title IV Programs;
- Coordinates activities of the financial aid office with those of other institutional offices as related to the administering of financial aid at the College;
- Monitors satisfactory academic progress of financial aid recipients;
- Assists in the reconciling of student financial aid transactions and prepares reports on the operation and accounting of the financial aid funds;
- Maintains accurate and confidential files for financial aid recipients;
- Implements the Department of Education electronic initiatives at the College;
- Monitors all financial aid awards in an effort to prevent possible over awarding;
- Provides "in-service" training for the financial aid staff and assigns duties;
- Loads financial aid awards to the AS 400 Mainframe System;
- Provide financial aid counseling to students and assist students and/or parents in the preparation and completion of pertinent forms in both individual and group formats (i.e. FAFSA workshops).
- Perform Return of Title IV Federal Financial Aid calculations and provide reports, documentation of activity to college constituents and communication to affected students.
- Represents the College in Financial Aid activities;
- Possesses an understanding of and commitment to the philosophy and mission of a community and technical college;
- Possesses a sensitivity and commitment to cultural diversity;
- Serves on committees as needed;
- Complies with any applicable guidelines, procedures, and policies set forth by the Alabama Community College System (ACCS) Board of Trustees, the Alabama Community College System, and J. F. Ingram State Technical College; and,
- Performs any other duties as assigned by the President, Dean of Students, or their designee.

Salary Range: *Salary will be determined by placement on appropriate Board of Trustee C2 salary schedule – (\$63,431 - \$94,863) based on the number of years of full-time verifiable related experience.*

NOTE: All applicants will receive a copy of the approved job description, which will include details of duties and responsibilities.

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Application Procedure: Application forms are available from the following website at: www.istc.edu/employment/jobs.

Important Note! Only completed application packets will be considered. If an application deadline is specified, the College must receive all materials prior to the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and be willing to complete any additional required application materials. Interviews may include a prescribed question and answer session, and may include a writing assignment, and/or a demonstration of job-related and teaching skills. All application materials received will permanently become part of the College's search files and will not be returned to the applicant. A separate application packet must be submitted for each position being applied for. Questions can be sent by e-mail to Erica Portis-Turner, Coordinator of Human Resources at erica.turner@istc.edu or call 334-290-3248.

A complete application packet consists of:

- A completed institutional application form containing the applicant's signature. (Electronic signatures are not acceptable however photocopies of application materials are acceptable)
- A current resume reflecting all previous work experience.
- Transcripts for all college coursework taken. Unofficial transcripts will be acceptable for review by a selection committee. However, prior to any offer of employment, official transcripts must be received by the College.

Human Resources Job Line
(334) 290-3279

Mail to:
J. F. Ingram State Technical College
Post Office Box 220350
Deatsville, Alabama 36022

Hand deliver to:
5375 Ingram Road
Deatsville, Alabama 36022

****All mailed application packets must be mailed to PO Box 220350, Deatsville, AL 36022 by the specified deadline.**

DO NOT STAPLE ANY ITEMS CONTAINED IN YOUR APPLICATION MATERIALS

ALL APPLICATION MATERIALS, SUBMITTED FOR CONSIDERATION OF EMPLOYMENT, MUST BE MAILED OR HAND-DELIVERED TO THE COLLEGE AT THE SPECIFIED ADDRESSES LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.

Other Information: J.F. Ingram State Technical College reserves the right not to fill this position should it be determined that the best interests of the College would be so served. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for ACCS Board Policy 623.01 will be followed. I further understand that I may be responsible for the cost of said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within 3 days of hire and the determination will provide the basis for continued employment or other actions as stipulated by the E-Verify system.

J.F. Ingram State Technical College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity, or employment. J.F. Ingram State Technical College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.