



NOTICE OF VACANCY

Financial Aid Director

REPORTS TO: Dean of Enrollment Management

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Financial Aid Director will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Financial Aid Director position is responsible for the organization and planning of all financial aid processes and assuring that federal, state, and institutional guidelines are met.

More specifically, the Financial Aid Director is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Administers the Faculty/Staff Dependent Scholarship for children of eligible members of the College community; coordinates with the Business Office to effect payment of tuition in accordance with College regulations.
- Assists in making application for federal and state funds for government programs; administers rules and regulations set forth by the federal and state authorities concerning government funds and interprets conditions established by MDCC Foundation and donors of funds; serves in an advisory capacity to College officials.
- Assists in the preparation of student financial assistance policies for MDCC; answers inquiries from various sources to include applicants, parents, and high school counselors concerning policies and procedures.
- Assists the administration with the preparation of budgetary recommendations, analysis of personnel, and recommendations regarding policies and procedures for the department.
- Attends conferences and workshops applicable to student financial aid; travels to seminars; information sessions; other programs for students, prospective students, and parents.
- Evaluates student needs and eligibility, selects candidates, and determines type and amount of financial assistance to be awarded.
- Keeps abreast of changes and interprets federal, state and other financial aid regulations/requirements
- Maintain documentation used to determine student eligibility for Workforce Innovation and Opportunity Act (WIOA)
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Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Manages various personnel functions including, but not limited to, hiring, performance appraisals, promotions, transfers, and vacation schedules.
- Plans and schedules work for the clerical staff ensuring proper distribution of assignments and adequate staffing, space, and facilities for subsequent performance of duties.
- Prepares annual operating reports setting forth progress, adverse trends, and appropriate recommendations or conclusions.
- Other duties as assigned by Dean of Enrollment Management.

MANDATORY QUALIFICATIONS

- Must hold the minimum of a Bachelor's degree from a regionally accredited institution.
- Employee must have computer skills in utilizing Banner and other computer software and databases.
- Dedicated to and appreciate the concept of the community college.

KNOWLEDGE, SKILLS, ABILITIES, AND WORK CHARACTERISTICS

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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PHYSICAL DEMANDS (cont.)

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

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"Mississippi Delta Community College does not sponsor work visas. Any appointment made will be contingent on the selected applicant being able to provide documentation of eligibility to work in the United States."

DEADLINE

Internal/External – September 30, 2024 at 5:00 P.M.

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