



## Associate Director of Financial Aid

Below you will find the job description for the position including the requirements and any additional documentation and questions you should review before applying for the opening. To apply for the position, please click the Apply for this Job link/button. If you would like to bookmark this position for later review, click on the Bookmark link. If you would like to print a copy of this position for your records, click on the Print Preview link.

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### Job Announcement

#### Position Information

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<b>Position Title</b>	Associate Director of Financial Aid
<b>Campus</b>	Elizabeth
<b>Department</b>	Financial Aid
<b>Full-time, Part-time, Adjunct</b>	Full Time
<b>Exempt or Non-Exempt</b>	Exempt
<b>Regular, Temporary, or Grant</b>	Regular

## **General Description**

The Associate Director of Financial Aid oversees major functional areas in a highly automated Financial Aid Office.

The Associate Director assists the Director with the administration of the Financial Aid Office. Under the general direction of the Director of Financial Aid the Associate Director provides direction, planning, and coordination over key areas in the Financial Aid offices. This includes financial aid advising, communication and services, supervision and training of professional and support staff. The Associate director processes financial aid eligibility and awards, advises students, represents the Department in administrative and public venues, and has a key role in decision-making and policy development.

## **Characteristics, Duties, and Responsibilities**

- Provides support in the day-to-day operations of student financial aid services that includes administering a very large financial aid program while ensuring compliance with all funding source requirements.
- Reads, interprets, communicates, and administers federal and state regulations and College policies as they apply to financial aid. Notifies other college departments of federal and state requirements for participation in applicable aid programs.
- Advises students and parents on financial aid and budgeting issues.
- Assists Director in the supervision, management, and training of staff and support employees.
- Oversees and performs monthly and year end reconciliation of State programs with the NJHESAA, Colleague, and the Finance Department, if assigned.
- Oversees and performs monthly and year end reconciliation of federal programs with Student Accounts Office, Colleague, Common Origination and Disbursement, and Finance Department, if assigned.
- Assesses and evaluates the Return to Title IV (RT24) calculations, ensuring correct completion in a timely manner and ensuring the conformance with College and federal regulations.
- Analyzes and processes Satisfactory Academic Progress appeals in a timely manner.
- Acts as the Director in her/his absence and performs all other administrative duties assigned by the Director.
- Maintains expertise in all areas of financial aid so that the department can plan and react positively to changing federal, state, and institutional policies that affect student financial assistance.
- Formulates, implements, reviews, and evaluates policies, procedures and standards to ensure departmental compliance with financial aid guidelines and objectives.
- Leads collaborative efforts with other administrative and academic offices, committees, and individuals in formulating up-to-date procedures and practices related to financial aid.
- Advises students and parents regarding financial aid programs. Refers students as appropriate to other institutional personnel such as Counseling, Admissions, and the Academic Learning Center.
- Performs verifications, professional judgment, needs analysis, eligibility confirmation, and financial aid awards in accordance with federal, state, and institutional policies.
- Ensures accurate and timely communications to students and potential students regarding financial aid awards.
- Analyzes various system generated reports such as grade and enrollment status reports to verify compliance and eligibility of students receiving aid under federal and institutional guidelines.
- Coordinates accurate and timely preparation and filing of required state, federal, institutional and other external reports.
- Advises and collaborates with the Director of Financial Aid and senior management to plan and implement short and long-term goals, policies, and objectives that enforces and ensures adherence to policies and procedures.
- Performs special projects and other duties as assigned.

**Education Requirements**

Master's degree required.

**Experience**

- Demonstrable experience in Excel and has proficiency in the Microsoft Suite.
- Experience in computer-based financial aid systems, Colleague is preferred.
- Five years of experience in financial aid operations preferred.

**Competencies and Skills Required**

- Thorough knowledge of integrated financial aid systems is required. Knowledge of Colleague system is preferred.
- In-depth knowledge of federal, state, and College scholarship and financial aid regulations, policies, procedures, and practices.
- Experience in managing complex projects as well as familiarity with maintaining complex technical rules in support of business processes.
- Analytical and problem-solving skills.
- Ability to take required initiative to solve problems.
- Ability to collaborate with others.
- Excellent customer service skills as well as excellent oral and written communication skills for a community diverse in language, ethnicity and race.
- Commitment to student service.

**Physical Demands and Work Environment**

- Available to work at any College campus with flexible work hours as needed.
- This position's duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.
- Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.
- No or very limited exposure to physical risk.
- Some travel required.

**Salary**

\$70,000- 72,000

UCNJ Union College of Union County, NJ does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

UCNJ Union College of Union County, NJ is an EEO/AAP Employer/Protected Veteran/Disabled

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**Additional Information**

Disclaimer: This job description outlines the general nature and key features performed by various positions that share the same job classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of all employees assigned to the job. Nothing in this job description restricts management's right to assign or re-assign duties to this job at any time due to reasonable accommodations or other business reasons.

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We offer a comprehensive benefits package for full-time faculty and staff which includes Medical, Dental and Vision Benefits. We also offer twenty vacation days, ten paid holidays, and a ten-week summer work schedule which allows the college to close on Fridays. Other additional benefits include gym privileges, tuition remission for credit and non-credit courses at UCNJ Union College of Union County, NJ, and tuition reimbursement for an approved degree program at an accredited college or university.

**Terms of  
Employment**

Full-Time. Flexible schedule to meet department needs. Some evening, weekends and extended hours will be required. Ability and willingness to travel on short notice, to all on and off- campus sites as needed by the college. Employee must establish primary residency in New Jersey within one year of appointment unless an exemption applies.

**Posting Detail Information**

**Open Date** 01/10/2025

**Close Date**

**Open Until Filled** Yes

**Supplemental Questions**

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?

- Public Job Posting on UCC.edu
- Internal Job Posting (Paper Posting)
- Personal Referral
- Agency Referral
- Print Advertisement/Publication (IE: Sunday Star Ledger)
- Linked-in
- Facebook
- NJ.com
- HigherEdJobs.com
- HERC.org
- Other Website Not Listed
- Other Source Not Listed

2. \* If you heard of this employment opportunity from a print advertisement/publication, please indicate where you heard of this employment opportunity. If you have chosen a specific answer to question number one, please put "N/A" in the answer field.  
(Open Ended Question)

3. \* If you heard of this employment opportunity from another web site or another source not listed in question number one, please indicate where you heard of this employment opportunity. If you have chosen a specific answer to question number one, please put "N/A" in the answer field.  
(Open Ended Question)

4. \* Describe a situation when you tried to solve a problem with ideas and methods that had not been tried before. What was the result?  
(Open Ended Question)

5. \* Describe a specific instance, in a group situation, where you made your views known about an issue important to yourself. What was the issue, and why was it crucial?  
(Open Ended Question)

6. \* How do you decide which tasks take priority when organizing a complete project?  
(Open Ended Question)

7. \* Do you have a valid New Jersey Drivers License?

- Yes
- No

8. \* Effective September 1, 2011, the “New Jersey First Act” contains new residency requirements for most public officers and employees. Current, new, or prospective public employees should be aware that the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all public employers (for example, state, county, and municipal governments), public agencies, authorities, boards, bodies, commissions, public institutions of higher education, certain quasi-public entities, and all school boards to reside in the State of New Jersey unless otherwise exempted under the law. Are you currently a resident of the State of New Jersey?

- Yes
- No

## Optional & Required Documents

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### Required Documents

1. Resume/CV
2. Cover Letter
3. Unofficial Transcripts (official due upon hire)

### Optional Documents

(<https://www.facebook.com/Union.County.College/>)

(<https://twitter.com/uccweb?lang=en>)

(<https://www.flickr.com/photos/44340128@N03/albums/>)

UCNJ Union College of Union County, NJ does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

UCNJ Union College of Union County, NJ Home (<https://www.ucc.edu/>)

Student Employment (<https://www.ucc.edu/admissions/payingForCollege/jobsandemployment/FedWSJobList>)