



## VACANCY ANNOUNCEMENT

**Position Title: Assistant Financial Aid Director**

**Position #: 400290**

**Position Status: Full-Time – 12-month**

**Reports To: Director of Financial Aid**

### **DUTIES AND RESPONSIBILITIES:**

The Assistant Financial Aid Director is responsible for the following:

1. Assist the Director of Financial Aid in the administration of a comprehensive Student Financial Aid program in accordance with federal and state regulations.
2. Assist in the collection, processing, and the analysis of data from student applications in order to determine student's eligibility for financial aid.
3. Responsible for assisting students in the processing of financial aid applications, counseling students concerning financial aid procedures, application deadlines, satisfactory academic progress requirements, effects of enrollment changes, etc.
4. Responsible for running the Data Load Process, awarding all grants, scholarships and loans.
5. Responsible for verification of student financial aid data by reviewing submitted information for completeness and accuracy according to financial aid regulations. Make corrections to student data using Banner computer system and/or "FAA Access to CPS on the Web".
6. Responsible for reviewing student loan applications; looking up enrollment status, student loan debt and verifying the completion of master promissory note and entrance counseling. Send loan reduction and/or denial letters as necessary.
7. Responsible for running and completing the post withdrawal and Return of Title IV Funds process.
8. Record and monitor all additional financial resources received by the students and verify eligibility to assure awards do not exceed need.
9. Maintain proficiency and current knowledge on developments in student financial aid matters through workshops and professional meetings.
10. Provide and receive information to and from financial aid offices of other institutions of high education and Department of Education.
11. Advise students on financial assistance in cooperation with other offices or departments.
12. Organize and coordinate institutional scholarships to be reviewed by the OJC Scholarship Committee.
13. Provide information concerning the Work/Study Program to appropriate staff members.
14. Coordinate and attend all service area high school financial aid nights.
15. Responsible for scanning and indexing all records into the Banner Document Management system.
16. Assist in other Student Services functions as needed.
17. Perform other duties as assigned by the Director of Financial Aid.

*See Human Resources for a complete job description.*

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree or an equivalent combination of education and/or experience may substitute year-for-year for the degree
- Ability to work cooperatively and effectively with diverse student populations with special emphasis on first-generation, low-income, and students of color

**PREFERRED QUALIFICATIONS:**

- Customer service background/experience
- Ability to understand and follow a variety of rules and regulations
- Strong computer skills
- Strong organizational skills
- Strong communication and interpersonal skills
- Ability to multi-task and follow through
- Knowledge of Banner system
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

**SALARY:**

\$40,000 - \$45,000 with an excellent and highly competitive benefits package including PERA retirement, health, vision, dental, life insurance, and sick and annual leave.

12-month academic year renewable position

**APPLICATION INSTRUCTIONS****For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

Open Until Filled – 1<sup>st</sup> review of applications will be on July 28, 2023

**POSITION START DATE:**

ASAP

**Submit Application Packet To:**

Otero College  
Attn: Kelsey Barbee  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050

FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)

**Inquiries May Be Directed To:**

Kelsey Barbee  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

***\*\*Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.\*\****

***\*\*Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. \*\****

### **Notice of Non-Discrimination**

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu), or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

### **ABOUT OTERO COLLEGE:**

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician

EMT Intermediate  
Community Health Worker  
Law Enforcement Training Academy  
Livestock Production  
Agriculture Production Management  
Artificial Insemination  
Nurse Aide  
Practical Nursing  
Phlebotomy  
Oxyacetylene  
Welding Fundamentals I  
Welding Fundamentals II  
Welding Production  
Advanced Welding Pipe  
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at [www.otero.edu](http://www.otero.edu).

**OTERO MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.