



VACANCY ANNOUNCEMENT

Position Title: Director of Financial Aid

Position #: 400290

Position Status: Full-Time – 12-month

Reports To: Associate Vice President of Enrollment Management

DUTIES AND RESPONSIBILITIES:

The Director of Financial Aid is responsible for the following:

1. Develop and administer a comprehensive Student Financial Aid program in accordance with federal and state regulations.
2. Seek new sources of student financial aid funds from both the private and public sector.
3. Collect, process, and analyze data from student applications and determine student's eligibility for financial assistance.
4. Interview and counsel students regarding their financial needs and situations.
5. Make packaged awards to eligible students based on federal, state and institutional guidelines.
6. Inform students of the disposition of their requests for financial aid, document all aid assigned and maintain procedures and directives for the ordering of this process.
7. Prepare reports, including fund requests, expenditure status, and progress reports to federal and state agencies, private donors and appropriate college personnel.
8. Prepare demographic data reports on aid applicants, conduct follow-up studies, and report on the status of aid applicant.
9. Complete Satisfactory Academic Progress (SAP) processes each semester and notify students of their current financial aid status regarding SAP.
10. Maintain proficiency and current knowledge on developments in student financial aid matters through workshops and professional meetings.
11. Submit information on disbursements to the Business Office, check output records and maintain financial aid records to insure accurate and timely processing. Work with the Business Office in reconciling fiscal reports, keeping in mind that business and financial aid records must maintain a viable audit trail.
12. Inform local secondary schools of financial aid availability and procedures in conjunction with the admissions function to promote conducive relationships with secondary schools and successful accomplishment of institutional objectives.
13. Provide and receive information to and from financial aid offices of other institutions of higher education.
14. Advise students on financial assistance in cooperation with other offices or departments.
15. Provide information to other staff members to promote the accomplishment of the objectives of the Student Services Program.
16. Provide information concerning the Work/Study Program to appropriate staff members.
17. Serve as chairman of Default Task Force committee.
18. Provide data to the federally funded Project Success team concerning the services provided by the program.

19. Serve as an administrator for the Navigate platform, attend all meetings, and perform any updates necessary to the student side of the tool.
20. Assists in Athletic functions as needed, including acting as the designated signee on Letters of Intent, and assisting with maintenance oversight of the athletic scholarship budget.
21. Attend system wide meetings with financial aid directors from other CCCS colleges, and all applicable trainings.
22. Performs other duties as assigned by the Associate Vice President of Enrollment Management and Marketing.

See Human Resources for a complete job description.

MINIMUM QUALIFICATIONS:

- Bachelor's 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:

- Experience or strong educational background in finance
- 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, the student data management system used by Otero Junior College
- 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:

\$56,000 - \$62,000 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 – 1st review of applications will be 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

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, 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 Clery 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.

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.