



**DIRECTOR OF FINANCIAL AID**  
**(POSITION NO. FA123)**

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: [www.reynolds.edu](http://www.reynolds.edu).

The College is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The position will be assigned to the Division of Student Affairs, located on the Parham Road Campus, 1651 E. Parham Road.

**TYPE OF APPOINTMENT:** Full-time twelve-month administrative faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$67,932 - \$140,320. Approximate maximum hiring salary: \$87,600.

**QUALIFICATIONS REQUIRED:** Master's degree from an accredited institution. Considerable knowledge of student financial aid regulations including Federal and State of Virginia financial aid programs. Considerable knowledge and skill in program administration and grant management experience to include technical step-by-step knowledge of financial aid processes in an automated environment. Demonstrated adherence to the highest customer services principles and practices. Demonstrated leadership ability to manage a comprehensive, college-wide student financial assistance program including federal grants, state grants, student loans, and work-study programs, and to accurately interpret federal and state laws and regulations. Demonstrated ability to develop internal policy and procedures. Demonstrated ability to automate and streamline internal financial aid processes, develop written reports and complete required federal and state applications. Documented ability to simultaneously manage multiple large-scale projects, while supervising professional and office support staff. Demonstrated ability to manage an office budget. Demonstrated ability to communicate effectively, orally and in writing, with a variety of constituencies including students, faculty, administrators, and staff. Demonstrated ability to utilize current Microsoft Office and spreadsheet software. The selected candidate will be required to complete the Commonwealth's Statement of Economic Interest, and must successfully pass the college's pre-employment security screening. A fingerprint-based criminal history check will be required of the final candidate.

**QUALIFICATIONS PREFERRED:** Progressive experience in leading, directing, and supervising an automated student financial aid program in a community college environment is preferred. Knowledge of Virginia's financial aid programs and experience in operating financial aid processes using the PeopleSoft Student Information System are preferred.

**POSITION RESPONSIBILITIES:** Reporting to the Vice President for Student Affairs, the Director of Financial Aid is responsible for the management and administration of a comprehensive financial aid program, including Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Stafford Loans, and various state and institutional grant programs. The director develops and implements policies and procedures that support the institution's vision, mission, and strategic goals and comply with federal and state regulations. The director provides leadership and supervises a staff of both full-time and part-time individuals, works with various units within the Division of Student Affairs, serves on college committees, and is responsible for the fiscal management of office resources.

**APPLICATION PROCESS:** Application reviews will begin **DECEMBER 1, 2017**, and will be accepted until the position is filled.

**CONTACT INFORMATION:** Emily Duncan, Recruitment Coordinator  
Email: [eduncan@reynolds.edu](mailto:eduncan@reynolds.edu)

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, [EEO@Reynolds.edu](mailto:EEO@Reynolds.edu).