



## Notice of Vacancy

**Location of Position:** Perkinston Campus, Perkinston, MS

<b>Position Available:</b> Director of Financial Aid	<b>Classification:</b> Administrative II
<b>Date Position Available:</b> OPEN	<b>Salary Scale:</b> Administrative
<b>Qualifications &amp; Experience:</b>  <p><b>MANDATORY: (M1)</b> Masters degree from a regionally accredited institution of higher education; <b>(M2)</b> Experience working with financial aid or in financial aid office; <b>(M3)</b> Experience supervising employees; <b>(M4)</b> Demonstrated ability to perform in a complex work environment; <b>(M5)</b> Demonstrated computer proficiency (Microsoft Office Suite, Outlook or similar software); <b>(M6)</b> Exceptional written and interpersonal communication.</p> <p><b>DESIRABLE: (D1)</b> Experience using SCT Banner Student Module; <b>(D2)</b> Experience working in a community college setting; <b>(D3)</b> Experience with state and national athletic guidelines pertaining to financial aid</p>	
<b>The College:</b>  <p>The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus, and four centers including Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Applied Technology and Development Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison County Center, Long Beach, MS; and George County Center, Lucedale, MS.</p> <p>State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill, and adult continuing education programs.</p>	
<b>Application Information &amp; Deadline</b>	
<b>For additional information on the position, contact:</b> Michelle Sekul Dean of Student Services MGCCC-Perkinston Campus P.O. Box 548 Perkinston, MS 39573 601-928-6267 <a href="mailto:michelle.sekul@mgccc.edu">michelle.sekul@mgccc.edu</a>	<p>Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after <b>November 30, 2009</b></p> <p><b>Mail all documents to:</b>          Human Resources Office          P.O. Box 609          Perkinston, MS 39573-0067  <a href="mailto:human.resources@mgccc.cc.ms.us">human.resources@mgccc.cc.ms.us</a></p>
<p style="text-align: center;"><b>Job Listing Web Address:</b> <a href="http://www.mgccc.edu">www.mgccc.edu</a></p> <p>Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the Central Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.</p>	

**JOB DESCRIPTION****JOB TITLE: Director of Financial Aid****DEPARTMENT: Student Services****GENERAL STATEMENT OF FUNCTION:**

The incumbent will report directly to the Dean of Student Services in matters pertaining to financial aid. In addition to the overall operation and supervision of the Perkinston Campus financial aid office, the Perkinston Campus financial aid director is responsible for the leadership and management of the financial aid programs on the Perkinston Campus and at the George County Center. The director will ensure that all programs follow federal, state, and institutional guidelines. The director is responsible for supervision of office personnel, planning, and projecting future needs of the financial aid office.

**MANDATORY REQUIREMENTS**

1. Masters degree from a regionally accredited institution of higher education;
2. Experience working with a financial aid or in financial aid office;
3. Experience supervising employees;
4. Demonstrated ability to perform in a complex work environment;
5. Demonstrated computer proficiency (Microsoft Office Suite, Outlook or similar software);
6. Exceptional written and interpersonal communication.

**DESIRABLE REQUIREMENTS**

1. Experience using SCT Banner Student Module;
2. Experience working in a community college setting;
3. Experience with state and national athletic guidelines pertaining to financial aid;

**DUTIES AND RESPONSIBILITIES:**

1. Monitor institutional compliance with federal, state, and institutional policies.
2. Counsel students, providing student consumer information services and personal financial counseling.
3. Verify applicant data for federal, state, and institutional financial aid assistance.
4. Determine financial need of applicants.
5. Administer Title IV programs, state programs and institutional programs.
6. Request funds and monitor expenditures.
7. Provide leadership for the campus in implementing guidelines provided in all federal registers that pertain to financial aid.

8. Oversee the employment and placement of student workforce to include processing of student payroll.
9. Serve as a member of campus and college committees as assigned.
10. Assist with recruitment of students on and off campus activities.
11. Supervise and direct activities of the financial aid staff.
12. Monitor student eligibility for federal, state, and institutional financial assistance.
13. Coordinate Title IV programs and other assistance programs.
14. Prepare reports as assigned.
15. Perform other duties as assigned by the dean of student services.