Job Description

Job Title: Financial Aid Director  
FLSA Status: Exempt  
Grade: 11  
Department: Academic and Student Affairs  
Reports to: Gillette Community College District President

Job Summary

This is a key leadership role responsible for coordinating and collaborating with the United States Department of Education to develop the application and program for the Federal Financial Aid program at Gillette College. This position will oversee the development and administration of federal financial aid programs, ensure compliance with federal and state regulations, and foster the College’s commitment to providing access to high-quality affordable educational programs. The role involves policy and procedure development, supervision of financial aid staff, coordination of financial aid disbursements, and active engagement with stakeholders.

Essential Functions (Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)

Compliance and Regulatory Oversight:

- Stay abreast of federal and state regulations governing federal financial aid programs.
- Develop and implement policies and procedures to ensure compliance with regulations and best practices.
- Manage federal and state reporting requirements and coordinate audits related to financial aid administration.
- Develop, review, and update policies and procedures related to federal financial aid funding and disbursement of financial aid and scholarships.
- Ensure clear communication and understanding of policies among financial aid staff and other relevant stakeholders, including the Gillette College Foundation.

Record Keeping:

- Develop and maintain effective fiscal controls and proper recording keeping.
- Maintain accurate and complete records for all students as required by federal, state, and college policies, rules, and regulations.
- Determine and monitor student eligibility for financial aid.
Supervision and Leadership:

- Supervise, evaluate, and provide leadership to financial aid staff.
- Foster a collaborative and supportive work environment that aligns with the college's commitment to high-quality programs.

Education and Counseling:

- Provide educational programs and counseling sessions to parents, prospective students, and current students regarding federal financial aid and scholarship programs.
- Foster an environment of transparency and accessibility to ensure stakeholders are well-informed.
- Develop financial aid marketing material in collaboration with the Marketing Department.

Coordination of Packaging and Disbursements:

- Oversee the coordination of financial aid packaging and disbursements in accordance with federal and state regulations.
- Ensure efficient and accurate processing of financial aid awards.

Minimum Qualifications (Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)

- Bachelor's degree is required, master's degree is preferred in a relevant field such as Student Personnel, Business or Public Administration.
- In-depth knowledge of federal and state financial aid regulations is preferred.
- Prior experience in financial aid administration is preferred with an understanding of institutional scholarships.
- Experience and understanding policy and procedure development and implementation.

Competencies for Successful Performance

Knowledge of:

- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.

Ability to:

- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.
• Understand and follow safety procedures.

**Skill in:**

• Performing various duties, frequently changing from one task to another.
• Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.
• Leadership.

**Supervisory and Management Responsibility**

• Financial Aid Staff

**Physical Demands** *(The physical demands described below are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

• This position is generally sedentary, may sit most of the time but may also walk or stand for periods of time.

**How To Apply:**

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at https://gillettecollege.org/careers), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

**Equal Opportunity and Affirmative Action Employer**

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.

**About Gillette Community College District**

Gillette Community College District has a rich history of providing accessible and high-quality educational programs to the community. Gillette College has been a cornerstone in the region's educational landscape since 1969 and in 2021 became the 8th independent community college district in the great state of Wyoming. Committed to diversity, equity, and inclusion, Gillette College strives to make education accessible to all while maintaining the highest standards of academic excellence.
This position offers a unique opportunity to contribute to the college's mission and make a positive impact on the lives of students by facilitating access to federal financial aid resources. The successful candidate will play a pivotal role in shaping the financial aid landscape at Gillette Community College District.