



Position Title: Director of Financial Aid
Reports to: Vice President for Finance
Appointment: 12 month, Full-time position

POSITION SUMMARY:

The Director of Financial Aid will provide leadership and management of a comprehensive financial aid program and will work in a collaborative environment to produce strategic analysis of financial aid expenditures and budget projections as well as creative packaging solutions.

TASKS:

- Manages coordination and delivery of all federal, state, institutional and private student aid funds.
- Assumes responsibility for compliance with federal, state, and institutional financial aid regulations.
- Actively advises and counsels students regarding financial aid eligibility.
- Oversees completion of the financial aid sections of all necessary reports.
- Develops and implements financial aid policies and procedures.
- Supervises the awarding of student financial aid packages, which may include Federal Programs, State Programs, Tuition Waiver Programs, Institutional Programs, and/or Veteran's Benefits.
- Ensures timely communication with students regarding financial aid processes.
- Serves as the primary contact for any requirements related to any financial aid audit.
- Provides leadership and direction to staff including supervision and professional development.
- Enhances professional knowledge by staying up-to-date on new regulations and emerging practices.
- Manages, maintains, and updates the financial aid software as necessary to accomplish institutional financial aid goals and ensure regulatory compliance
- Performs all other duties as assigned.

SKILLS AND ATTRIBUTES:

Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission and values of Toccoa Falls College.

EXPERIENCE & EDUCATION:

- Bachelor's degree required.
- 3-5 years of progressive experience in college financial aid administration required.

PHYSICAL REQUIREMENTS:

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable Accommodation.

APPLICATION PROCESS:

A cover letter and resume, along with a completed TFC application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu. Review of applications will begin immediately, and the position will remain open until filled. The TFC application can be found at <http://www.tfc.edu/employment/>. **All application materials must be submitted for a candidate to be considered.**

Office of Human Resources

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