



Position Title: Associate Director of Financial Aid
Reports to: Director of Financial Aid & Finance Special Projects
Appointment: 12 month, Full-time position

POSITION SUMMARY:

In collaboration with the Director, the Associate Director of Financial Aid will develop and implement a strategic plan for the future of the Financial Aid Office. The Associate Director of Financial Aid will also oversee the daily operation of the Financial Aid Office, including the supervision of all on-campus staff. Future advancement opportunities are possible with this position.

TASKS:

- Assists with the coordination and delivery of all federal, state, institutional and private student aid.
- Shares responsibility for compliance with federal, state, and institutional financial aid regulations.
- Provides leadership and direction to staff including supervision and professional development.
- Actively advises and counsels students regarding financial aid eligibility.
- Reviews and revises financial aid policies and procedures as necessary.
- Ensures timely communication with students regarding financial aid processes.
- Serves as the primary contact for other campus offices regarding financial aid developments.
- Enhances professional knowledge by staying up-to-date on new regulations and emerging practices.
- Manages the departmental budget for the Financial Aid Office.
- 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.

Proficiency in Computer skills such as Windows, MS office applications, proficient in Excel. Detail oriented, accurate, confidential, and cordial in dealing with others. Experience working in a multi-tasking environment. Ability to be flexible and adapt to changes. Ability to work in an organized manner. Effective written and oral communication skills.

EXPERIENCE & EDUCATION:

- Bachelor's degree required.
- Prior experience working in higher education is preferred.

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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