YOU ARE WELCOME HERE

Position Title	Associate Director, Financial Aid
Campus Location	Arvada, Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood, CO 80228
Salary	$54,509/annual
Starting Pay Rate	Starting Salary is not negotiable
Anticipated Start Date	Spring 2020
FLSA Status	Exempt, this position is not eligible for overtime.
Closing Date	Sunday February 23, 2020
Job Type	Full time
Benefits	RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please click here.
Retirement	The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.
Time Off	**Leave Accruals** • Annual/Personal Days: 22.5 (180 hours) • Sick Days: 15 (120 hours) (Over 12 months, based on full time appointment accruals) **Other Leave** • Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year) • Holidays Observed: 10 　Four Holidays are observed on an *alternate schedule* (Columbus Day, Veteran's Day, Martin Luther King Jr. Day, and President's Day). RRCC observes these holidays between Christmas Day and New Year's Day, resulting in campus being closed from Christmas Day through New Year's Day, with eligible employees on Holiday Leave! • Jury Leave • Military Leave
Online Application	Click Here to Begin Your Application

Red Rocks Community College seeks applications for a full time Financial Aid Associate Director to join our Student Success Services division.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our Vision and Mission, which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the RRCC Inclusion & Diversity webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor's and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

Summary of Position:

The Associate Director of Financial Aid manages and oversees operational compliance as well as the administration of all federal, state, and institutional funds for the College's financial aid program in accordance with all policies and regulations. With a focus on operational procedures, this position develops, implements, and tests budgeting and awarding processes to ensure accurate and efficient departmental procedures.

Required Qualifications:

- Bachelor Degree from an accredited institution.
- Five (5) years of Title IV professional financial aid experience and progressively responsible work experience.
- Two (2) years of experience with complex financial aid information systems.

Preferred Qualifications:

- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.
- Two (2) years of Banner student information system experience.
- Two (2) years of R2T4 processing experience.
- Two (2) years of fund management, including Pell.

Required Knowledge, Skills, Abilities:

- Verbal and written communication skills including the ability to present information to groups and in public settings and to give and receive conceptual or emotionally charged information.
- Ability to create and keep deadlines, manage appointments, pay attention to details, keep work organized, and plan, prioritize and achieve goals.
- Strong interpersonal skills.

Description of Position:

- Financial Aid Operations: Oversee fund reconciliation, disbursement, and Banner fund set-up in accordance with federal and state regulations. Manage the

departmental policy and procedures manual Assist the Director and FA staff with funds management, including work-study, grants, and scholarships. Support the Senior Financial Aid Advisor in loading FAFSA records, run all programs related to FAFSA data load, review subsequent ISIRs, and run packaging and deliver current reports of student files.

- Manage the Federal Pell Grant program, including extracting and importing files, rectifying multiple reporting records and Pell overpayments, and reconciling funds bimonthly with COD and monthly with the RRCC Business Office.
- Compliance: Manage internal audits, RRCC's Program Participation Agreement with the US Department of Education, gainful employment, and consumer information regulations. Coordinate secondary reviews on sample selections of verified and R2T4 files. In conjunction with the Director, represent the Financial Aid Office during on-site and remote external audits.
- Training: Conduct operational training to new staff members and broad training to the RRCC community as needed. Attend conferences and participate in local, regional, and national FA associations. Conduct community outreach as needed.
- R2T4: Oversee processes and calculations to ensure that the college is in strict compliance with federal regulation. Train and serve as a professional resource to the R2T4 Coordinator. Collaborate with other CCCS R2T4 colleagues to ensure the college remains in compliance.
- Reports: Assist the Director with data management and analysis, including FISAP and SURDS reporting. Analyze RRCC FA data for System and institutional financial aid reports and data requests, and to support departmental process improvement. Develop reports using available software resources.
- Serve on RRCC and CCCS committees in a leadership capacity as needed and as a testing resource to the Colorado Community College System. Represent Financial Aid on RRCC Academic Standards Committee. Engage in available trainings and conduct self-directed research to stay up-to-date on all federal and state financial aid regulations.
- Oversee all aspects of financial aid operations, service, and leadership in the Director's absence.

How to Apply:
Complete applications must be received by 11:59 p.m. on Sunday February 23, 2020. To apply for this position, click here to begin your application, including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A resume.
3. Transcripts (unofficial), if applicable

Additional upload sections are available in the application to include *optional* attachments.

Please note the following prior to beginning your application:

1. Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.

2. As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
3. You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
4. Once you submit your application, you will no longer have an opportunity to review or make changes.
5. You will receive a confirmation email once your application has been received.

Benefits:
RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please click here.

The Assessment Process:
Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. The committee will review all applications received by the closing deadline listed on this announcement to determine if applicants meet required qualifications. The committee will complete a secondary review of applications that meet required qualifications to determine applicants that align more closely with the listed qualifications. The top applicants from this assessment process receive an invite for the first round of committee interviews.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

Transcripts Required:
An unofficial copy of transcripts must be submitted at the time of application. Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

Necessary Special Requirements:
Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or

convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

Important Notes:
Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228, phone 303.914.6298, email arnie.oudenhoven@rrcc.edu or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228, phone 303.914.6224, email deborah.houser@rrcc.edu.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at http://www.rrcc.edu/police/. For a hard copy report, please contact 303.914.6494.