

## **Director of Financial Aid**

Gogebic Community College seeks candidates for a full-time Director of Financial Aid. This position leads the Department via robust collaboration, utilizes various methods to communicate with students effectively and efficiently, and administers all federal, state, institutional, community and private financial aid programs. This position reports to the Vice President of Student Services and Athletics. The College offers a generous salary and benefits package. The Director of Financial Aid is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

### **Essential Duties and Responsibilities:**

- Administers all financial aid programs (Pell grants, scholarships, loans, FSEOG, MI Futures for Frontliners/Reconnect/TIP, athletic awards, work-study, etc.); ensures compliance with program regulations; reviews eligibility for financial aid packages for each applicant to the college.
- Monitors changes in state and federal requirements and implements the necessary revisions; Completes mandatory reporting for all federal and state funds; Processes verification requirements for all students.
- Responsible for the effective utilization of software and online portals in the administration of financial aid programs (PowerFAIDS, Jenzabar, EdConnect, COD, NSLDS, FAAAccess, MISSG, Great Lakes, etc.).
- Monitors Satisfactory Academic Progress (SAP) and maintenance of financial aid eligibility for all students. Chairs the institution's SAP appeals committee. Determines financial aid eligible courses by consulting with the Registrar; reconciles student enrollment status with amount of financial aid awarded.
- Calculates and processes the Return of Title IV funds (R2T4); monitors all complete withdrawals, failing grades, and last dates of attendance at the end of each semester.
- Processes professional judgment decisions to determine special conditions and/or individual award adjustments including gathering of full documentation, analysis, and detailed recording of rationale.
- Develops written policies, operational procedures, and annual operating budgets for the Financial Aid Department within the guidelines established by all governing entities.
- Reconciles all financial aid records with the Business Office expenditures and participates in the annual internal audit as well as state and federal audits.
- Develops and manages the student facing financial aid webpage and ensures the dissemination of information in compliance with Title IV regulations.
- Other duties as assigned.

### **Ability to:**

- Apply knowledge, interpret, and make decisions regarding federal and state financial aid regulations.
- Work in an environment where multi-tasking is a must with a high degree of accuracy, courtesy, timeliness, and structure.
- Make independent decisions and sound judgments as well as possess strong analytical and computational skills.
- Work a flexible schedule and present in front of large groups.

**Required Qualifications:**

- Bachelor's Degree required; Master's degree preferred.

**Preferred Qualifications:**

- Three to five years of experience in either higher education financial aid/administration, student loan processing, or accounting and auditing.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use a computer; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds frequently. Specific vision abilities required by this job include close vision and ability to adjust focus. This position requires occasionally day and overnight travel.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

***Don't just work here... Live here.***

**About Our College:**

Gogebic Community College is more than a place to work. It's a place to be.

As an Aspen Award finalist and the premier provider of quality two-year education in Michigan's Upper Peninsula, Gogebic employs a community college approach in delivering university-level quality.

Gogebic supports more than 1,000 students with small class sizes and an outcome-focused philosophy.

Gogebic Community College's "Go BOLD" motto prescribes a dynamic environment in which students and employees alike are supported as they do great work, live adventurous lives, and build extraordinary futures.

**About Our Region:**

A few miles north of ordinary lies the Upper Peninsula's Gogebic region.

Amid nearly a million acres of natural beauty in the Ottawa National Forest, Gogebic is a wonderland for work and a paradise for play. Our dazzling region, known for world-class fishing, hiking, skiing, biking, snowmobiling and outdoor adventuring, represents one of Michigan's last unspoiled gems.

### **A Bold Place to *Work*...**

Gogebic is more than a community college... It's a college community—known for supportive leadership and dynamic, down-to-earth employees.

A community institution at the heart of our region's workforce, the College and its graduates uplift not only local economies, but those throughout Michigan, and beyond.

Combining high standards with a "serving the top 100%" approach, Gogebic Community College is a place to make a stand for your career...and make a difference in the lives of students.

### **A Bold Place to *Ski*...**

Gogebic Community College is the only college in the United States hosting an on-campus ski resort. Home to GCC's nationally renowned Ski Area Management program, the Mt. Zion Recreational Complex is a professionally managed and maintained public ski facility featuring a state-of-the-art lift and 300 feet of vertical.

### **A Bold Place to *Be*...**

The Gogebic region provides a stunning, million-acre backdrop on which to explore adventure, connect with nature, and discover yourself.

Located four hours from the Twin Cities and six hours from Chicago, Gogebic residents get the best of both worlds: small-town connectedness, with access to big-city culture.

Local hiking, biking, skiing, and snowboarding trails include the North Country Trail and the famed 1,200-mile Iron Belle Trail, as well as routes traversing Black River Harbor, the Porcupine Mountains, Sylvania wilderness, and the Ottawa National Forest.

With a persistent economy driven by a mix of construction, manufacturing, tourism, transportation, and retail, the region boasts a stable workforce, with skilled positions paying living wages.

### **Gogebic's Mission**

Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.

### **Application Process**

Review of applications will begin immediately and continue until the position is filled.

**Interested individuals should submit a portfolio containing all the following in one email or mailed envelope:**

**a letter of interest**

**a detailed resume**

**three references with current contact information**

**[GCC Application for Employment](#)**

**unofficial transcripts (official transcripts are required before employment)**

**other relevant material to:**

Director of Human Resources, Ashley Paquette  
Gogebic Community College  
E4946 Jackson Road  
Ironwood, MI 49938

(906) 932-4231 ext. 324  
[ashleyp@gogebic.edu](mailto:ashleyp@gogebic.edu)

*Gogebic Community College is an equal opportunity educator and employer.*