



WIREGRASS

GEORGIA TECHNICAL COLLEGE®

Executive Director for Financial Aid (FT, Varies)

CAMPUS: Varies

STATUS: Full-time

POSTING TYPE: Regular Posting

The Executive Director for Financial Aid is responsible for directing the student financial aid services of the college. The successful candidate will be responsible for maintaining a high-performance environment through positive leadership and teamwork. This position requires vast Financial Aid, Banner and similar student financial aid software, as well as state/federal aid policy knowledge. Primary responsibilities include coordinating financial aid programs offered by the college; ensuring that the college adheres to all Federal and State regulations and TCSG policies and procedures; supervising the office of Financial Aid for all campuses of Wiregrass GA Tech with required travel to all campuses; occasional overnight travel for state and federal training will also be required. In addition to the duties listed above, the Executive Director for Financial Aid may be asked to serve on local and statewide committees or attend other functions for the College as needed. S/He must represent the college in a manner which supports the values, mission, goals, and standard of professional conduct associated with the Technical College System of Georgia. The projected begin date for this position is May 1, 2024.

****This position can be located on any campus.**

Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.

SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment.
- Working Conditions: Category III - No foreseen exposure to hazardous chemicals/pathogens. Probability of working beyond the normal shift, but not frequently. Periodic travel between major Wiregrass campuses and satellite sites.

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university ***and*** Five (5) years of related work experience directly related to Financial Aid.

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one of the following: Three (3) or more years of management within a Financial Aid Office in a postsecondary school setting OR Two additional years of Financial Aid experience (7 years total) and Two (2) years of Management experience in any Student Affairs area.

SALARY/BENEFITS

Salary is \$77,000/yr. This position is full-time and includes standard State of GA benefits such as leave accrual, options for health & other supplemental benefits, and retirement. This position may qualify the successful candidate for the Public Service Loan Forgiveness Program *This position is funded in whole or in part by Local funds.*

BACKGROUND INVESTIGATIONS

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: No additional tests are required for this position.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: Tuesday, April 16, 2024 or Until Filled

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or humanresources@wiregrass.edu.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President for Human Resources, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or shalonda.sanders@wiregrass.edu; OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations Testing Services Coordinator, Valdosta Campus, Berrien Hall, Room 116A, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu *student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.