

4. Maintain a student-centered, student friendly office.
 - a. Develop, implement and maintain programming which will assist students with financial planning.
 - b. Meet with students and parents to resolve issues, propose options, and communicate financial aid policies and procedures.
5. Participate in department meetings, committees, and official College functions when appropriate.
6. Demonstrate a commitment to SOARING values.
7. Be respectful of the College's vision of a balanced and healthy lifestyle strategy, which includes the Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social, and Spiritual.
8. Comply with safety procedures and maintain clean and orderly work areas.
9. Perform other tasks as necessary to support the mission of the College.

Supervisory Duties

Manage staff through setting an environment of creativity and growth so that each employee maximizes the department's goals. Carry out supervisory responsibilities in accordance with the College's policies and applicable laws. Responsibilities include interviewing, hiring, training and developing employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

1. Master's degree is preferred.
2. Minimum 5 years of progressive responsibilities in financial aid with a proven track record including familiarity with policies related to awarding of institutional funds and federal and state regulations pertaining to financial aid.
3. Previous managerial experience with professional staff.
4. Excellent oral, written and interpersonal skills including the ability to speak effectively before groups, respond professionally and in a timely manner to questions or requests, and write reports and correspondence.
5. Must have the ability to research, read, understand, and accurately implement and follow financial aid regulations.
6. Requires strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans and develop innovative approaches and ideas to meet challenges.
7. Requires the ability to work with and maintain confidential information.
8. Working knowledge of Microsoft Office (Word, Excel, Access, and Outlook) and database systems.
9. Willingness and ability to occasionally travel and work some evenings and weekends.
10. Valid driver's license with a driving record that meets the qualifications of an Alverno driver is required.
11. Requires the ability to talk, hear, and freely move around the facility. The employee is frequently required to sit. Must have the ability to bend and lift as associated with normal filing and storage procedures.

Work Environment

General office environment with activity peaks related to the academic calendars, fiscal year, and state and federal reporting timelines

How to Apply

- Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.