



**CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE
JOB ANNOUNCEMENT
ASSOCIATE FINANCIAL AID DIRECTOR**

CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Many, Natchitoches) in central Louisiana and has seven sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Oakdale Site in Oakdale; 7) the Ferriday Site in Ferriday, 8) Sabine Valley in Many, and 9) Natchitoches in Natchitoches. Additionally, CLTCC provides instruction in one state prison and two federal correctional institutions.

SUMMARY:

Reports to CLTCC Financial Aid Director. Responsible for the administration of a complex financial aid program, with primary focus on the day-to-day oversight and management of the Banner financial aid module, and funding application. Acts as the Director of Financial Aid in his/her absence. Supervisors CLTCC Financial Aid Staff.

Duties and Responsibilities:

- Formulate, implement, review and evaluate policies, procedures and standards to ensure departmental compliance with Financial Aid guidelines and objectives.
- Interface with other appropriate CLTCC departments to coordinate programs, services and policies.
- Interviews and counsel students and parents regarding financial aid programs. Make recommendations and referrals to other CLTCC personnel such as Student Services, Academics, Campus Deans and etc.
- Interface with guidance counselors and community service organizations to provide timely and accurate flow of financial aid information to potential applicants/students.
- Perform needs analyses on student applications and construct financial aid packages; authorize program disbursements.

Required Knowledge Louisiana 2020 Plan:

- Double graduates to 40,000 annually
- Double the annual earnings of our graduates to \$1.5 billion
- Quadruple Students transfers to four-year universities to 10,000 annually
- Double the Number of Students Served to 325,000 annually
- Quadruple Partnerships with Business and Industry to 1,000 annually
- Double Foundation assets to \$50 million

Skills:

- Excellent written, oral presentation, grant writing, and interpersonal communication skills
- Management, organizational, and supervisory skills.
- Superior team-building skills to build trust with others in a rapidly changing environment.
- Excellent organization, planning, and prioritization skills are essential.

Required Minimum Qualifications:

- Master's degree from an accredited college or university
- Five or more years of increasingly responsible administrative experience in college Financial Aid.

Compensation:

Salary Range is **\$40,000 to \$75,000** dollars. Compensation will be within this range and commensurate with education and work experience.

Email resume' and letter of interest to: Elizabethlewis6@cltcc.edu

CLTCC is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Position will remain open until filled.