

**Minnesota State
Ridgewater College
Unclassified MMA Vacancy Notice
POSTING DATE: January 18, 2022**

Position: MnSCU Academic Supervisor 2
Working Title: Director of Financial Aid
Location: Ridgewater College – Willmar Campus
Bargaining Unit: MMA Bargaining Unit (216)
Employment Condition: Full -Time, Unlimited
Work Schedule: Monday – Friday – 8:00 am – 4:30 pm
Wage: \$29.74 per hour
PCN: 01012740

RESPONSIBILITIES:

This position is responsible for the management of all Ridgewater College financial aid programs and the financial aid office. The Director is responsible for the development and implementation of financial aid policies and procedures that are fair and equitable, and comply with all federal and state statutes and regulations. This position will administer the financial aid programs in a timely manner that enhances the college's ability to recruit and retain eligible students. With a high level of customer service and confidentiality the Director is required to meet the needs of all students and families in navigating the financial aid process.

A detailed position description can be obtained from the Human Resource Office.

MINIMUM QUALIFICATIONS:

- Associate degree
- Four (4) years of related work experience.
- Experience working in a team-based environment with diverse clients and colleagues
- The ability to supervise and manage staff.
- Demonstrate superior planning and analytical skills with knowledge of technology and software; all Microsoft Office products. Database knowledge is essential.
- Strong written and oral communication skills.
- Excellent organizational and management skills.
- Mastery of administrative management.
- Excellent human relations skills.
- Strong interpersonal skills including the ability to work collaboratively, be a team-oriented leader, demonstrate trust and sensitivity to and mutual respect of others and be able to problem solve.
- This position also requires knowledge or research techniques including data collection, statistical compilation and analysis, and meaningful reporting to college and Minnesota State constituents.
- The ability to comprehend, interpret and implement federal and state regulations regarding institutional and student financial aid.
- One (1) year of direct supervisory experience.
- Possess and maintain a valid Driver's License.
- Some travel is necessary (approximately 20%).

PREFERRED QUALIFICATIONS:

- Knowledge of the Minnesota State Integrated Student Record System (ISRS), ImageNow
- A working knowledge of the rules, regulations and policies established by Minnesota State and Ridgewater College, as well as maintaining the confidentiality of private information according to law, rules, policies and procedures.
- Experience formulating and implementing policy such as Ridgewater's academic and program completion policies and procedures; the ability to interpret policy/procedures to all students and staff.
- Familiarity with professional resources such as the Minnesota Association of Financial Aid Administrators, Federal Department of Education and the National association of Student Financial Aid Administrators. Working knowledge of the Family Educational Rights and Privacy Act (FERPA) and the Minnesota Data Practices Act for the provisions of access to and release of student data.

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Application Procedure:

- Please apply online at <https://ridgewater.peopleadmin.com/postings/1582>

Applicants must include:

- Online Employment Application
- Resume
- Letter of Interest addressing the position qualifications
- Unofficial copy of college transcripts (official copy will be required upon hire)
- A list of three professional references with contact information

ONLINE APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

Applications received by midnight Sunday February 20, 2022 will receive priority review

For further information please contact Jane Bohlson jane.bohlson@ridgewater.edu or 320-222-6075.

RIDGEWATER COLLEGE INSTITUTION INFORMATION:

EQUITY STATEMENT: Ridgewater College is committed to providing welcoming and inclusive campuses that value and respect the unique experiences, needs and contributions of individuals and groups from every background and identity to ensure that each student, employee and community member has a genuine opportunity for participation and success.

VISION: Ridgewater College is a student-centered educational leader focused on innovation, excellence and affordability.

MISSION: Ridgewater College empowers diverse learners to reach their full potential and enrich their lives through personalized and relevant education in an accessible, supportive, and inclusive environment.

GUIDING PRINCIPLES:

- Enterprising - We are future-focused, and change-oriented, developing creative solutions to challenges that maximize our institutional, system and local resources.
- Empowerment – We develop and empower employees to make decisions to best serve students and stakeholders.
- Excellence – We strive to exceed expectations in all that we do.
- Diversity, Equity, and Inclusion – We seek to understand and appreciate the needs and experiences of every individual and actively work to provide genuine opportunities for everyone to succeed and participate in college activities and processes.
- Trust and Respect – We are committed to developing a culture based in processes and behavior that create trust and respect among all stakeholders.

GUIDING PRINCIPLES CONTINUE:

- Collaboration – We connect and work together to achieve common goals while respecting needs and interests of stakeholders.
- Curiosity and Creativity – We constantly strive to understand, learn, change, and improve.
- Accountability – As individuals and groups, we willingly accept and take ownership of our successes and failures.

RIDGEWATER'S COMMITMENT TO EQUITY AND INCLUSION:

<https://www.ridgewater.edu/about/mission-vision-guiding-principles/>

DIVERSITY AND EQUITY PLAN:

<https://www.ridgewater.edu/about/college-governance/diversity-equity/>

Minnesota State Ridgewater College

NOTICE: In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

NOTICE: Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law.

As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

The employee should demonstrate a knowledge of and interest in diverse cultures and populations. All applicants must be able to lawfully accept employment in the United States at the time of employment. For TTY, call Minnesota Relay Service at 7-1-1- or 1-800-627-3529.

Ridgewater College is an Equal Employment Opportunity Employer

A MEMBER OF THE MINNESOTA STATE SYSTEM

A Member of HERC Higher Education Recruitment Consortium www.uppermidwestherc.org