

# STATE OF COLORADO



DEPARTMENT OF HIGHER EDUCATION  
*Colorado Commission on Higher Education*

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## **Financial Aid and Tuition Classification Coordinator Colorado Department of Higher Education**

The Financial Aid and Tuition Classification Coordinator reports to the Budget and Financial Aid Director and has three major areas of responsibility:

- Develop and implement policy, guidelines and administer the state-funded financial aid program that is approximately \$86 million in state funds. These funds are typically awarded to students by the institutions; participating institutions include all publicly funded four year, two year, area vocational schools and Commission–approved financial aid programs at private colleges and proprietary schools. The financial aid program is composed of five major program areas including the Need-based grants, Merit or Centennial Scholars program, work study, Colorado Leveraging Education Assistance Program, Supplemental Leveraging Education Assistance Program and Categorical programs. Provide recommendations to the Commission annually on the allocations to institutions and oversee all elements of administration of the program to ensure adherence to state law, policy and guidelines. Specific administrative functions include:

- Analyze methodology for annual institutional allocations and periodic adjustment of allocations, review utilization of funds on a semiannual basis, develop student budget parameters on an annual basis and reallocate available funds
- Review and update state financial aid guidelines and policies annually
- Direct the development and implementation of the state’s need based financial aid program (Colorado’s College Responsibility Program) adopted in November 2006 and beginning FY 2008
- Review and approve payment requests for non-COFR schools
- Coordinate the web-based reporting system
- Review data files from institutions, serve as liaison in development of data base information and analyze and summarize data in a variety of formats for different constituencies
- Update audit guide annually and review all institutional financial aid audits; each institution is required to submit biennial audits. Follow up on problem areas as needed
- Recommend consequences for failure to comply with Colorado Commission on Higher Education policy
- Review and recommend participation in the state-funded financial aid program for new schools
- Coordinate policy and administrative practice changes with Financial Aid Directors and head the Financial Aid Advisory Committee comprised of FA Directors from each system including a proprietary school representative and a private school representative

- Oversee direct awards to students eligible for the LAW/POW Dependent Tuition Assistance program. Review and approve applications for the program, develop policy, guidelines and administrative practices that allow all eligible students to receive benefits and process payments for the students following these guides/statutes.
- Serve as Tuition Classification Officer for the Commission. Develop and administer guidelines for institutions for the classification of students for in-state or out-of-state tuition. Handle all inquiries and complaints.

Minimum Qualifications:

Three years experience working in an institution of higher education or higher education coordinating agency  
Undergraduate degree in education, business, economics, mathematics or related field  
Experience with Microsoft Office including Word and Excel

Preferred Qualifications:

Two years experience in a financial aid office  
Masters degree in Public Administration

Salary Commensurate with Experience

Please submit cover letter, salary requirements and resume to:

Cynthia Langan  
1801 Broadway, #360  
Denver, CO 80202  
[clangan@college-assist.org](mailto:clangan@college-assist.org)