

JOB ANNOUNCEMENT

Colorado Department of Higher Education

Director of Financial Aid Policy & Administration

The Colorado Department of Higher Education (DHE) is seeking a qualified individual for the position of Director of Financial Aid Policy & Administration (Director). The Director reports directly to the DHE's Chief Financial Officer.

The Director has three major areas of responsibility regarding the state's system of student financial aid: (1) develop financial aid policy recommendations; (2) develop guidelines to implement policy established by the Colorado Commission on Higher Education (CCHE) and by statute; (3) administer the state-funded financial aid program (approximately \$95 million annually) in accordance with statute, policy and guidelines.

Financial aid funds are typically awarded to students by the institutions. Participating institutions include all publicly-funded four year, two year, area vocational schools and CCHE-approved financial aid programs at private colleges and proprietary schools. The financial aid program is composed of five major program areas: need-based grants; Merit or Centennial Scholars program; work study; Colorado Leveraging Education Assistance Program; and Supplemental Leveraging Education Assistance Program and Categorical programs.

The Director's duties include: developing recommended methodology for annual institutional allocations and periodic adjustment of allocations; developing recommendations to the CCHE annually on allocations to institutions; reviewing utilization of funds on a semiannual basis; developing student budget parameters on an annual basis; recommending reallocation of available funds; annual review and update of state financial aid guidelines and policies; implementation of the state's need-based financial aid program (Colorado's College Responsibility Program, "COFR"); review and approval of payment requests for non-COFR schools; development and implementation (including training) of web-based reporting system; reviewing data files from institutions; liaison in development of data base information; analysis of data in a variety of formats; annual updating of audit guide and review of all institutional financial aid audits; follow up on problem areas and recommend consequences for noncompliance with DHE policy; review applications from new schools and recommend participation in the state-funded financial aid program; coordinate policy and administrative practice changes with Financial Aid Directors; lead the Financial Aid Advisory Committee comprised of Financial Aid Directors from participating schools; administer and oversee direct awards to students eligible for the LAW/POW Dependent Tuition Assistance Program; handle all financial aid inquiries from students, parents and other constituencies; serve as Tuition Classification Officer for DHE; develop and administer guidelines for the classification of students for resident and non-resident tuition; handle all inquiries and complaints re financial aid and tuition classification; support CFO as needed in developing financial models using Excel, Access and other analytical software.

Requirements: Bachelor's degree in public administration, business, mathematics or other related degree and two years experience in a work environment demonstrating strong analytical skills utilizing spreadsheet software, data base or statistical software. Microsoft office software is preferred. Experience in higher education budget, higher education financial aid or government budget is preferred.

Salary will be commensurate with experience.

Interested applicants should submit a cover letter, resume, and salary history to Colorado Department of Higher Education, Priscilla Gonzales, 1380 Lawrence Street, Suite 1200, Denver, CO 80204 or email Priscilla.Gonzales@cche.state.co.us

Colorado Department of Higher Education is an EEO/AA employer, and follows a policy of non-discrimination in complying with all requirements of the Immigration Reform Control Act and the Americans with Disabilities Act.