

Financial Aid Director
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=258252>

Downloaded On: Jun. 17, 2025 9:11pm

Posted Jun. 13, 2025, set to expire Jun. 30, 2025

Job Title Financial Aid Director
Department Student Services
Institution Copper Mountain College
Joshua Tree, California

Date Posted Jun. 13, 2025

Application Deadline 07/01/2025

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Financial Aid

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Job Description

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Financial Aid Director

Salary: \$90,684.18 - \$136,555.24 Annually

Job Type: Full-Time

Department: Student Services

Closing: 6/30/2025 11:59 PM Pacific

Location: Joshua Tree, CA

Job Number: 2025-06-12FINAIDDIR

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Position Description

Under the direction of the Vice President of Student Services, the Director of Financial Aid leads and manages the day-to-day operational functions of the Financial Aid Office with a strong commitment to educational access and student success. This role is responsible for developing and administering a financial aid department that removes financial barriers and ensures equitable distribution of financial aid in compliance with federal, state, and institutional policies.

Duties and Responsibilities

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Administer various financial aid programs, including but not limited to: Pell Grant, scholarship programs, and campus-based programs; ensure compliance with State, Federal, and College policies, guidelines and laws.
- Develop and implement operational procedures that will ensure compliance with Federal and State regulations.
- Manage the daily operation of the Financial Aid Office; ensure that deadlines are met and necessary processes are completed.
- Develop financial aid policies; actively promote a student-friendly financial aid department.
- Assist students in the financial aid process; provide information regarding student loan programs and related application forms. Supervise and participate in the determination of students' eligibility for financial aid; financial aid award processing; development of budgets; and establishing packaging policies and disbursement procedures.
- Inform students of various financial aid programs, address student inquiries, and resolve problems related to financial aid.
- Oversee and actively participate in financial aid workshops both on and off campus.
- Train, supervise, and evaluate the performance of assigned staff.
- Supervise the receipt and processing of requests for financial aid in accordance with established State, Federal, and College policies, guidelines, laws, and regulations.
- Review satisfactory academic progress (SAP) requirements and determine eligibility of students according to established guidelines.
- Resolve difficult or complex issues relating to the financial aid process.
- Prepare reports as required related to financial aid programs and activities; compile and review data for annual funding application, grant reports, and other year-end reports, including but not

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limited to the FISAP, annual audit, and MIS reporting

- Prepare and monitor the Financial Aid Office budget in alignment with the College and Financial Aid Office's goals and objectives.
- Coordinate Financial Aid operations with other offices and departments across the campus
- Monitor the office operations to ensure the confidentiality of students' educational and financial aid files.
- Attend and conduct meetings as related to Financial Aid; attend conferences and workshops to maintain current knowledge of Financial Aid programs, laws, regulations, and guidelines; participate in assigned committees.
- Work collaboratively as a member of the College's management team.

Perform related duties as assigned.

Qualifications

Education and Experience

- Bachelor's degree, AND
- Three years of progressively responsible experience in a college financial aid program.
- Prefer customer service experience.

Demonstrated evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds and abilities of community college students.

Licenses and Other Requirements

- Valid California driver's license

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Acceptable driving record to qualify for insurability by the District's insurance carrier

Knowledge of: Current Federal, State, and County regulations, ordinances, and policies concerning financial aid programs and office operations; Title IV regulations; Financial Aid programs and processes; principles and practices of supervision and training; record-keeping techniques; financial aid software programs and tracking obligations; budget preparation and control.

Supplemental Information

Physical Characteristics

- Ability to read and review text and printed material.
- Ability to travel
- Ability to communicate effectively with students, faculty, staff, and others.
- Ability to sit or stand for extended periods of time
- Ability to lift and/or carry 25 pounds

Professional Characteristics

- Ability to provide leadership with a student-centered and equity-driven approach.
- Ability to maintain and establish working relationships. across diverse campus departments and external partners to strengthen access to financial aid services.
- Ability to be flexible to changing demands and evolving student needs, policies, and institutional priorities, with a focus on removing systemic barriers.
- Ability to work in groups or independently.
- Ability to promote a service-oriented office rooted in compassion, respect, and cultural understanding, aligned with the mission of the institution.
- Ability to maintain composure and responsiveness in a high-demand student service setting, while ensuring support in all student interactions.
- Possess strong analytical skills with the ability to apply data-informed decision-making in the equitable distribution of financial aid.

Working Conditions

- Busy financial aid office providing direct support and service to a diverse student population.
- Constant contact with students, faculty, and staff.
- Day, night, and weekend meetings or activities.
- Requires some driving in the regular course of work.
- Time-sensitive deadlines.
- Supervision
- Supervision from the Vice President of Student Services.

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Supervision will be given to Financial Aid support staff.

Tentative Timeline:

First consideration will be given to candidates who apply by **June 30, 2025**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Equal Opportunity Statement

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4973257/financial-aid-director>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Student Services
Copper Mountain College

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