POSITION: ASSOCIATE DIRECTOR  
DEPARTMENT: FINANCIAL AID  

RESPONSIBILITIES: 
The University of Louisiana at Lafayette invites applications for the position of Associate Director – Financial Aid. Reporting to the Director, the Associate Director will: 
- Assist the Director in coordinating the efforts of the Financial Aid Office. 
- Keep abreast of all state and federal regulations pertaining to financial aid and scholarships. 
- Assist the Director in delivering financial aid in an efficient and effective manner. 
- Prepare reports and correspondence as needed. 
- May be required to work evenings and weekends during peak processing times. 
- Will be assigned special projects as needed. 

QUALIFICATIONS: 
The Associate Director must possess a minimum of a bachelor’s degree and at least 5 years’ experience in a leadership position within a financial aid office in a comparable university setting. Must have extensive experience and knowledge of federal and state regulations as it relates to University, state and federal financial aid. Must have extensive financial aid budgeting and planning. Additional qualifications include: strong communication skills, proficiency in use of financial aid software, strong organizational skills, and a willingness and ability to work non-traditional hours. 

UNIVERSITY AND COMMUNITY: 
The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master’s degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University’s webpage at [http://louisiana.edu/](http://louisiana.edu/). 

ADMINISTRATIVE UNIT: 
The Associate Director is a member of the Financial Aid Office which is responsible for administration of University, state and federal financial aid. 

SALARY:  Commensurate with experience. 

ANTICIPATED STARTING DATE:  October 2, 2017 

APPLICATIONS:  Candidate review will begin immediately. For initial consideration, applications should be received by September 26, 2017. Review of applications will continue until the position is filled. Applicants should send a cover letter, resume, and the names and contact information of three references to:
Mrs. Cindy Perez, Executive Director, Financial Aid and Scholarships
RE: Associate Director, Financial Aid Office (EEO# EM 1-17)
E-mail: cperez@louisiana.edu

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