



**TOUGALOO COLLEGE  
TOUGALOO, MISSISSIPPI 39174**

**NOTICE OF JOB OPENING**

**TOUGALOO COLLEGE Seeks:** Director of Financial Aid

**Position Summary:**

The Director of Financial Aid serves as an administrator for the College's student financial aid programs. This individual determines student eligibility, awards funds, counsels students and parents, provides leadership and training to personnel, manages assessment and surveys statistics, and audits programs for compliance with federal, state, and institutional regulations. Additionally, the Director maintains accurate financial aid records that document activities of the financial aid office, ensures that all office personnel participate in regular professional development, and publishes sound financial aid policies and procedures – in keeping with institutional goals and objectives. Other duties as required and assigned by the Vice President for Enrollment Management and Student Services.

**Experience/Qualifications:**

- Must have a master's degree from an accredited college or university in Business or a related field.
- Minimum of five years of administrative experience in student financial aid programs in a college or university setting.
- Knowledge of the rules, regulations, and principles of the Department of Education, Title IV, as well as other state and federal laws and regulations regarding financial aid.
- Ability to organize and handle/direct multiple and complex assignments and projects, and a proficiency in the use of PowerFAIDS, Jenzabar, and the latest version of Windows and Microsoft Office are a must.
- Ability to multitask, manage time effectively, work independently, work as an effective leader and as a team member, make sound judgments, exercise flexibility in approach, and adapt to a changing work environment are also required.

**Date of Position Opening:**

**June 7, 2021**

**Salary:**

**Commensurate with experience**

**E-mail Documents to:**

**[TougalooCareers@tougaloo.edu](mailto:TougalooCareers@tougaloo.edu)**

*Please include the position you are applying for in the "Subject" line of your e-mail.*

**Mail Documents to:**

**Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174**

**ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.**

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**