



# Joining Our Team

Washington & Jefferson College (W&J) is searching for staff members to contribute their talents to our campus community. W&J seeks to create a transformative learning experience for its increasingly diverse student body, and bolster an inclusive environment in which everyone's voice is heard and appreciated, and individuality is celebrated. W&J is dedicated to the values of a liberal arts education that is both liberating and practical, and supports a community committed to multicultural and global understanding.

## Assistant Director of Financial Aid and Student Employment Coordinator

### Summary

Serves as assistant to the Director of Financial Aid, working to ensure compliance with state and federal financial aid regulations, delivery of quality customer service to the student population, effective use of software for processing, and appropriate management of budget levels for all financial aid programs. The person in this position acts as manager of the Office of Financial Aid in absence of the Director, taking on all responsibilities the Director position entails.

### Duties and Responsibilities

- Oversee and coordinate all Student Employment for the College. Train supervisors, inform students, collaborate with Career Services and Payroll.
- Oversee all Veteran's Affairs programs, ensuring compliance with regulations and on-time delivery of reports
- Coordinate Tuition Exchange and Tuition Remission
- Assist the Director with ensuring compliance with all regulations regarding federal and state financial aid programs.
- Assist in the management of the Colleague system, including set-up and daily processing, thinking proactively to ensure smoothness of processing and effective use of the system's capabilities. Work within Slate and collaborate with Admissions Operations on various items posted in Slate
- Manage the Communications Management module of Colleague, including not only the daily processing of outgoing mail, but the task of automating all correspondence to students and parents with the goal of becoming more effective and efficient.
- Supervise front desk staff with the goal of providing quality customer service to the student population; work with employees to ensure that accurate

### Our Community

- 30 miles south of Pittsburgh
- 1,400+ students
- 300+ members of Alumni Mentoring Network

### Our Students

- 25+ states and 10+ countries represented
- 98% of graduates complete degree in four years
- 40% study abroad each year

### Our Academics

- 40+ academic programs
- 34 study abroad programs
- 11:1 student-faculty ratio

### Equal Opportunity Employer

Washington & Jefferson College (W&J) is committed to increasing diversity in our community and actively pursues individuals from all backgrounds. Additionally, W&J College complies with all applicable federal, state and local laws and provides equal opportunity in all educational programs and activities, admission of students and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status, gender identity, or national origin.

### Office of Human Resources

60 South Lincoln Street  
Washington, PA 15301

P. 724-503-1001 x 6509

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information is given and that a professional atmosphere is maintained at all times.

- Possess the authority to respond directly to sensitive situations, approving additional funding when necessary after analysis of current funding levels. Assist staff in their responses as well.
- Serve as a contact for students and families in regard to the financial aid process.
- Assist in financial aid processing, including verification, awarding, appeal process etc.
- Work closely with Director on awarding of the College's endowed scholarships and other outside awards.
- Act as liaison for students who study abroad, processing all required paperwork.
- Represent the Office of Financial Aid at various events organized by the College and local and state organizations, providing a presentation when requested.
- Represent the Office of Financial Aid on various College committees, etc. in absence of Director.
- Additional job related duties as required by Director

#### **Qualifications**

- Bachelor's degree from an accredited college or university.
- Two years of experience working in a financial aid office during which in-depth knowledge of financial aid policies and procedures has been attained.
- In depth knowledge of financial aid software system (Colleague); possess ability to run processing in absence of Director.
- Ability to work independently, problem solve, think proactively, and make awarding decisions in absence of Director.
- Ability to effectively supervise others.
- High level of organizational skills; ability to work accurately.
- Excellent communication skills required; ability to effectively speak in front of both small and large audiences.
- Knowledge of Microsoft Office programs, especially Word and Excel.

#### **Supervisory Duties**

The position does not require managing other employees.

#### **Disclaimer**

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of



the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.

### **Job Description Status**

The duties and responsibilities listed in this job description are illustrative ones anticipated for this position. Other duties and responsibilities may be assigned as required. Washington & Jefferson College reserves the right to amend or change this job description to meet the needs of its programs. This job description and any attachments do not constitute or represent a contract.

### **Application Instructions**

Apply for this job at <https://washjeff.applicantpro.com/jobs/>. Please submit a cover letter and resume. It is recommended that all documents be in PDF format and uploaded at one time. Review of applications will begin immediately.

### **Employee Benefits**

Washington & Jefferson College offers a comprehensive benefit package for benefit eligible employees; including health, vision, and dental coverage, group life insurance, AD&D and LTD coverage, retirement plan, generous leave time, and the tuition benefit programs. These benefits add significantly to the employee's total compensation package.

### **Getting to Know W&J**

Washington & Jefferson College is the best of both worlds: a small-town college setting in historic Washington, Pa., with easy access to the bustling business and cultural districts of nearby Pittsburgh, Pa. just 30 miles to the north. Founded in 1781, W&J College is a private, residential liberal arts college that is focused on student success. Our dedicated, experienced professors are passionate about teaching and work closely with our students to ensure that they receive a quality, comprehensive education. For more than 200 years, our alumni have influenced change in business, politics, medicine, and the arts and sciences as CEOs, lawyers, doctors, researchers, writers, teachers, and in many other equally worthy professions.

### **Celebrating Diversity**

Washington & Jefferson College welcomes people of all backgrounds and beliefs who wish to participate in a diverse educational community. The College strives to be a place where all students, faculty, administrators and employees are able to live, study and work in an atmosphere free from bias and harassment. The College encourages civil debate and lively exchange of ideas in the belief that such exchanges promote understanding that will grow beyond simple tolerance of difference to embracing and celebrating the richness of diversity. Our graduates acquire knowledge and learn skills that help them thrive in a culturally diverse world.





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