MANAGER OF FINANCIAL ASSISTANCE AND COMPLIANCE

The Louisiana Community and Technical College System (LCTCS) invites applications for the position of Manager of Financial Assistance and Compliance. This position is located in the Baton Rouge System office and reports to the Executive Director of Enrollment Management & Student Development.

**Position Summary:**
Under the supervision of the Executive Director of Enrollment Management and Student Development, the incumbent will lead LCTCS’s thirteen colleges in exploring new ways to provide students with more financial aid options. The incumbent will also provide leadership in promoting Title IV compliance with federal, state, local and institutional policies/regulations.

**Duties include:**
- Assist LCTCS colleges in identifying new opportunities for student financial aid.
- Support LCTCS colleges in researching, planning, organizing, assessing, and directing Title IV compliance.
- Ensure that the LCTCS colleges are in compliance with federal, state, local and institutional policies/regulations.
- Provide advice to the LCTCS colleges concerning security of financial aid document management and imaging, federal and state financial aid regulations, opportunities for efficiencies, and strategies for improving service to students.
- Serve as the financial aid system liaison with US DOE, COD, LOSFA, BOR, LDE, and other agencies.
- Identify the need for system policies associated with financial assistance.
- Monitor and assess financial aid forms and procedures of the LCTCS colleges.
- Participate in professional organizations, conferences, and workshops and promote these activities among the LCTCS colleges.
- Ensuring compliance with Office of Civil Rights.
- Other duties as assigned

**Qualification Requirements:**
- Bachelor’s degree from a regionally accredited university in a related field (Master's degree preferred).
- Minimum of 3 years of related experience, considerable experience in higher education in a college, university, or system is preferred.
- Minimum of 2 years of experience in the operations and management of federal and state financial aid programs.
Preferred Qualifications:

- Strong analytical, quantitative, written, and oral communication skills.
- Demonstrated experience in developing and implementing policy.
- Demonstrated proficiency in word processing, spreadsheet, database, and statistical analysis applications.
- Ability to work collaboratively as a team member, and to lead teams in achieving outcomes.
- Ability to work independently in the development of written reports to include conclusions and recommendations based on factual and objective analysis.
- Understanding and commitment to the missions of the community and technical colleges.

Additional Requirements:

A valid Louisiana Driver’s License
Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Compensation:

Compensation will be commensurate with education and work experience.

Application Instructions:

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to:

Human Resources Specialist
Louisiana Community and Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806

or via email to employment@lctcs.edu.

Applications will be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.