



POSITION ANNOUNCEMENT

DATE: April 20, 2017

POSITION TITLE: Director of Financial Aid

INSTITUTION: Kennebec Valley Community College (KVCC) is a 2-year comprehensive community college in the center of Maine serving approximately 2400 students from Somerset, Kennebec, and Knox counties and well beyond. In 2014, KVCC expanded its Fairfield-based operation to include a new 600-acre Harold Alfond Campus in Hinckley, Maine. Over the past three years, KVCC has invested nearly \$30 million in college programs, infrastructure, and buildings including construction of the new KVCC Center for Science and Agricultural Education, the 120-acre organic farm at KVCC (including education facility, vegetable processing center, equipment, implements, systems, soils, livestock, greenhouses, shelters, fields), a new state-of-the-art culinary arts facility and demonstration kitchen, the largest carpentry lab in the northeast, an indoor electrical lineworker training facility, two medical simulation labs, an early childhood outdoor family education lab, a CNC machine tool lab, a welding lab, and many other important updates including a vast overhaul of IT equipment, software, and computers. KVCC's new Alfond Campus and the revitalized Fairfield campus offer an unparalleled environment for inspiring new academic energy and innovative thinking. KVCC is a collegial environment emphasizing student success and respect for employees, students, and the community.

SALARY/BENEFITS: Salary and benefits commensurate with the Agreement between the Maine Community College System Trustees and the MEA Administrators Bargaining Unit; Range V, Salary Range (\$49,874.34 - \$63,179.31). Benefits include: Retirement choice of Maine Public Employees Retirement System (MainePERS) or Teachers Insurance & Annuity Association College Retirement Equities Fund (TIAA-CREF) - in lieu of Social Security; full employee health/dental insurance and approximately 60% of cost for dependent coverage; life insurance paid by the MCCS; Vacation 15 days/year; Personal 2 days/year; Sick 12 days/year; and 12 paid holidays.

QUALIFICATIONS: Bachelor's Degree required; Master's Degree preferred; three to five years of financial aid experience working directly with application and award processes; a working knowledge of student information system software, financial aid software along with general office and computer skills, including experience with word processing and spreadsheets; strong oral and written communication skills with demonstrated competence in properly handling a full range of interpersonal interactions with diverse populations of students, parents and others; strong supervisory skills; demonstrated experience leading teams and managing multiple, often conflicting priorities; strong analytical skills and systems thinking; supervisory experience and strong computer/administrative experience.

RESPONSIBILITIES: Administering the college's financial aid and veterans' benefit programs, ensuring compliance with federal, state, and institutional standards.

APPLICATION PROCEDURE: Initial review of applications will begin immediately and will continue until the position is filled. Submit the following: cover letter, resume, **official** transcript of highest degree earned, and the KVCC Application for Employment (visit: <http://www.kvcc.me.edu/employment> and download form) to:

mbrennan@kvcc.me.edu
Monica L. Brennan
Executive Assistant to the President

*Kennebec Valley Community College is an equal opportunity affirmative action institution and employer.
For more information, please contact the Affirmative Action Officer at 453-5000.*

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