



183 College Drive • De Queen, AR 71832  
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**POSITIONS ANNOUNCEMENT**  
**Director of Financial Aid**  
**(Non-Classified/Full Time, De Queen Campus)**

The Director of Financial Aid works under the supervision of the Vice Chancellor for Finance and provides overall strategic direction to the Office of Financial Aid. This position is governed by state and federal laws along with institution policies.

**RESPONSIBILITIES:**

- Works cooperatively with campus faculty, staff, and students to fulfill the Mission of the College.
- Serves as Financial Aid Lead through the Workday student implementation process, including preparing for proper implementation and conversion of all students' financial processes and information to the Workday Student Information System.
- Plans, directs, and implements a comprehensive financial aid delivery system comprised of federal and state loan, grant, and scholarship programs.
- Develops, implements, and evaluates financial aid policies and procedures of the institution within the framework of federal and state financial aid regulations.
- Develops student costs of attendance, including tuition, fees, books, living expenses, etc.
- Oversees the Satisfactory Academic Progress (SAP) and Return of Title IV Funds processes.
- Annually completes the college's Fiscal Operations Report and Application to Participate (FISAP), IPEDS, ADHE Reporting, and Net Price Calculator, as well as other reports as needed.
- Counsel students, parents, faculty, and staff regarding available federal and state financial aid programs.
- Ensures security, confidentiality, and safety of financial aid records.
- Works cooperatively with the Business Office/Student Accounts in developing and maintaining sound financial stewardship practices.
- Provides training and supervision to Office of Financial Aid personnel to ensure effective and efficient operations of the department.
- Conducts annual performance evaluations for Office of Financial Aid staff.
- Actively serves and participates on campus committees, as assigned.
- Maintains current knowledge and best practices in the field of financial aid by attending local, state, regional, or national conferences, meetings and webinars.
- Plans and implements the Office of Financial Aid budget.

**REQUIREMENTS:**

- Bachelor's degree required in business administration, accounting, educational administration or related field (master's degree preferred)
- Three years' experience in management/leadership position or prior financial aid experience
- Other job-related education and/or experience may be substituted for all or part of these requirements at the discretion of the Vice Chancellor
- Excellent organizational skills and attention to detail
- Proficiency in Microsoft Office
- Strong communication skills, both written and verbal
- Ability to work independently or as part of a team
- Some travel for training is required

**ANNUAL SALARY**

Starting at \$50,807, the final amount is based on education and relevant work experience. Includes an excellent benefits package featuring health, dental, life, and disability insurance (short- and long-term), employer-matched retirement plan, paid sick leave, and educational assistance.

**REQUIRED APPLICATION MATERIALS**

Applicants are required to submit a cover letter, an up-to-date resume, and unofficial transcripts. Applications missing any of the required documents will be deemed incomplete and will not be considered.

**DEADLINE FOR APPLICATIONS**

Sunday, June 22, 2025

**HOW TO APPLY (EXTERNAL APPLICANTS)**

Visit [www.cccua.edu](http://www.cccua.edu) and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0072451**, then click the blue "Apply" button at the top of the posting to begin your application.

**HOW TO APPLY (INTERNAL APPLICANTS):**

Log in to Workday>Search “Find Jobs Internal” in the search box to view all open positions>Select the position>Apply.

**Call (870) 584-1104 or 870-584-1164 if you have questions, or email [hr@cccua.edu](mailto:hr@cccua.edu).**

Cossatot Community College of the University of Arkansas (UA Cossatot) is an equal opportunity institution. UA Cossatot does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual orientation, or pregnancy. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to UA Cossatot’s Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.

\*Persons must have proof of legal authority to work in the United States on the first day of employment.

\*Application information is subject to public disclosure under the Arkansas Freedom of Information Act.