

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Associate Director of Financial Aid (Unclassified)

**Requisition Code:**

S2200563

**Location:**

Galloway - Main Campus

**Job Category:**

Management

**Department:**

Enrollment Management (330005)

**Salary:**

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

**Posted Date:**

10/02/2022

**Close Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.Stockton.edu](http://www.Stockton.edu).

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day

work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Under the supervision of the Director of Financial Aid, the Associate Director of Financial Aid assists with the day-to-day management of the Financial Aid Office. This position has the financial aid responsibilities to assist in the planning, development, organization, administration, overall coordination, and supervision of a comprehensive financial aid program. Financial aid programs include grants, loans, scholarships, and work-study.

**Responsibilities:**

- Manage and coordinate daily operations in the Financial Aid Office
- Supervise and evaluate the performance of the senior staff
- Review and approve time leave requests for financial aid staff
- Collaborate with the Director to develop and implement controls to ensure compliance with federal, state, and institutional regulations
- Review and approve student files to make financial aid award decisions as it applies to federal/state regulations
- Counsel students in person, via phone, and via email concerning financial aid eligibility and handle escalated customer service issues
- Maintain current knowledge of federal and state aid regulations as they relate to assigned duties to maintain institutional compliance
- As the Veterans Education Benefits Coordinator for the University, be responsible for the School Certifying Officials and ensure compliance with the Department of Defense (DOD) and Department of Veterans Affairs (VA) rules and regulations
- Collaborate with Assistant Directors to identify students with exceptional need and make recommendations for Stockton Need-Based Funds
- Coordinate the activities of the Student Financial Aid portion of the independent annual audit (A133) or any other reviews by any outside regulatory authorities
- Collaborate with various University departments, ensuring they are provided guidance and support from the office
- Assume the responsibilities of the Director of Financial Aid in Director's absence
- Other Duties as Assigned

**Required Qualifications:**

- Bachelor's degree from an accredited institution
- 1-2 years knowledge of information, practices, and procedures in financial aid to include federal and state regulations

**Preferred Qualifications:**

- Master's degree from an accredited institution
- Is able to work well in a fast-paced, team-oriented environment
- Possesses strong analytical and organizational skills and is detail-oriented
- 1-2 years knowledge of student eligibility as determined by the Department of Education
- Has prior supervisory experience
- Experience and knowledge of Ellucian Banner financial aid functions

**Required Documents:**

Letter of Interest, Resume, Unofficial Transcripts

**How To Apply:**

**Screening of applications begins immediately and will continue until the position is filled.**

**Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be**

**submitted in order for your application to move forward.** *You may upload documents using Microsoft Word or PDF*

1. A letter of interest describing specific skills and experiences
2. A current resume
3. Unofficial transcripts
4. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

Click [here](#) to apply.

**Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton’s Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.