



**VACANCY ANNOUNCEMENT**

<b>POSTING #:</b> 2025-25	<b>ISSUE DATE:</b> 5/16/2025	<b>CLOSING DATE:</b> 6/6/2025
<b>TITLE:</b> Associate Director of Grants & Scholarships	<b>TITLE CODE:</b> 61035	<b>RANGE:</b> &29
<b>UNIT:</b> Grants & Scholarships	<b>AVAILABLE VACANCIES:</b> 1	
<b>LOCATION:</b> Quakerbridge Plaza, Trenton, NJ	<b>SALARY RANGE:</b> \$89,575.39 - \$127,744.57	

**JOB DESCRIPTION:**

Under the direction of the Director of Grants & Scholarships at the Higher Education Student Assistance Authority (HESAA), the Associate Director of Grants & Scholarships oversees the Verification and Processing team responsible for determining student eligibility for New Jersey’s need-based grants and scholarship programs. This role supervises daily unit operations, manages a large team, and ensures the verification processes are accurate, timely, and aligned with state regulations and policy.

The Associate Director provides guidance on financial aid issues, leads State financial aid trainings for both HESAA staff and Financial Aid professionals, and plays a key role in maintaining and enhancing the New Jersey Financial Aid Management System (NJFAMS). This position also contributes to system updates, policy development, and cross-agency initiatives, ensuring that verification policies remain responsive to changes in federal aid regulations and state program requirements.

**Key Responsibilities:**

- Lead and supervise the daily operations of the Verification and Processing team including document coordinators and tax verification specialists.
- Monitor unit production and delegate workloads as needed to ensure efficiency, particularly during peak processing times.
- Develop and deliver annual training sessions on State aid verification for HESAA staff, support the development and delivery of training programs for financial aid administrators at New Jersey institutions of higher education.
- Conduct annual performance staff evaluations and implement performance improvement measures when needed.
- Review and approve updates of all state financial aid forms and ensure timely publication on the HESAA website.
- Collaborate with the Director of Grants & Scholarships to update the Grants & Scholarships Policy and Procedure Manual.
- Recommend and test system enhancements to NJFAMS, particularly those impacting verification workflows, eligibility calculations, and student correspondence.

**The Higher Education Student Assistance Authority is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff.**

- Maintain comprehensive knowledge of all HESAA need-based grant and scholarship programs and ensure verification procedures align with certification and payment processes.
- Monitor and analyze changes in Federal Aid policies and regulations, including updates to federal tax return forms and schedules, and assess their impact on state aid policies and procedures.
- Respond to inquiries and emails from staff, other HESAA units, and external customers regarding verification policies and procedures, and student eligibility.

### **POSITION REQUIREMENTS:**

**Education:** Graduation from an accredited college or university with a Bachelor’s degree in a business related field.

### **Required Experience:**

- Minimum of seven (7) years of experience in student financial aid administration, including current Federal and State programs.
- Demonstrated leadership and supervisory experience managing a large team in a high-volume processing environment.

### **Knowledge and Abilities:**

- In-depth knowledge of State and Federal financial aid programs.
- Strong analytical and problem-solving skills, with the ability to interpret and apply policy and state and federal regulations.
- Experience developing and implementing internal policies and procedures.
- Ability to identify and recommend process improvements.
- Strong written and verbal communication skills, with experience in training and public presentation.
- Ability to manage confidential data with integrity and discretion,
- Adept at identifying process inefficiencies and implementing system or procedural improvements.
- Comfortable working both independently and collaboratively across units and institutions of higher education.

### **APPLICATION PROCESS:**

Interested candidates must e-mail [careers@hesaa.org](mailto:careers@hesaa.org) with reference to **Job Posting #2025-25** in the e-mail subject line and include a cover letter and resume. If you are applying for multiple positions at HESAA, you must submit separate applications in response to a Vacancy Announcement and reference the individual Job Posting Number in the e-mail subject line.

### **IMPORTANT NOTES:**

**SPECIAL NOTE:** This position may be eligible to work remotely for up to two days in a calendar week after completing a four (4) month working period following start date.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information, visit the [SAME Program Website](#), email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3

**The Higher Education Student Assistance Authority is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff.**

**Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:** As of September 2010, in accordance with N.J.S.A. 52:14-7, the “New Jersey First Act,” all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption. For more information, please visit: [Civil Service Commission | NJ First Act](#).

**Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. HESAA does not provide sponsorship or accept student visas, F1 or H1B work authorization visas.

**License:** Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Background Check:** Newly hired employees must agree to a thorough background check.

**Employee Benefit(s):** As employees of the State of New Jersey, the New Jersey Higher Education Student Assistance Authority (HESAA) offers a wide-ranging benefits package

**Health and Wellness**

- Health, Dental and Prescription Plan
- Life Insurance
- Flexible Spending Accounts
- Employee Assistance Program (EAP)

**Financial Security**

- Pension, Retirement Plans
- Deferred Compensation Plan

**Work Life Balance**

- Paid Leave (Vacation, Sick and Personal Days)
- Alternate Work Week Options\*
- Telework Opportunities\*

**Professional Development**

- Tuition Reimbursement
- Access to Learning and Development Opportunities

\*Subject to agency policy, procedures and/or guidelines.

**The Higher Education Student Assistance Authority is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff.**