

NOTICE OF VACANCY
State of New Jersey
Higher Education Student Assistance Authority
Quakerbridge Plaza
Trenton, NJ 08625

EXTEND DATE
CLOSING DATE FOR

ISSUE DATE: December 20, 2016 **ACCEPTING RESUMES:** January 31, 2017

TITLE: Assistant Director, Grants & Scholarships Verification (Unclassified)

SALARY: \$60,000 - \$88,000 (&28)

LOCATION: Higher Education Student Assistance Authority
 Quakerbridge Plaza
 Trenton, NJ 08625

DESCRIPTION:

Leads a team in the verification and processing of financial aid applicant data for New Jersey's grant and scholarship programs. Supervises the daily activity of unit staff; advises and assists in all staff activity related to applicant information requests and State verification. Monitors unit staff's productivity to ensure accurate and timely notification of student eligibility. Regularly reviews work product to determine accuracy. Provides feedback to staff, including additional training, as required.

Serves as a resource for financial aid professionals regarding State verification and State student aid eligibility determinations. In consultation with the Associate Director, updates and monitors the efficacy of the unit's processing procedures to ensure equitable and consistent treatment of student data.

Analyzes complex family financial data, including individual, partnership and corporate tax returns. Assists staff in the review of U.S. citizenship, State residency, veterans and other documentation to determine State grant eligibility. Researches and drafts responses to requests for re-evaluation of eligibility. Responds to telephone calls from students, parents, and aid administrators. Develops materials and conducts various training sessions, including "Verification by the Numbers." Assists with special projects as required.

REQUIREMENTS:

Education: Graduation from an accredited college with a bachelor's degree. Master's degree preferred.

Experience: Four years of professional experience in student financial assistance administration and/or accounting. Demonstrated knowledge of computer based information systems, Microsoft Word, Microsoft Excel, well-developed writing and problem-solving skills and supervisory experience. Knowledge of Access preferred.

Residency Requirement: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey.

INTERESTED CANDIDATES SHOULD EMAIL A COVER LETTER (REFERRING TO POSITION TITLE) INCLUDING SALARY HISTORY AND RESUME TO pmaske@hesaa.org