

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

CLOSING DATE FOR
ACCEPTING RESUMES: July 6, 2016

ISSUE DATE: June 6, 2016

TITLE: Student Financial Aid Administrator 2, Student Services and Financial Education (Unclassified)

SALARY: \$45,053.25 (P18)

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

DESCRIPTION:

Under the direction of a supervisor in Client Services is responsible for coordinating unit outreach programs and workshops which includes scheduling presenters, handling presentation materials, tracking participation. This includes NJCLASS, College Goal Sunday, School Counselor Workshops, HESAA University, Gear Up, and the Student Advisory Council.

Analyzes and verifies financial data reported on invoices and billing requests in accordance with written procedures and policies; authorizes correction of data and requests for additional information. Prepares statistical and other reports to support the filing of regulatory and managerial reports. Assists in preparing budget requests and statements of allocation and disbursement of budgeted funds. Responsible for processing of various state and federal reporting and related documents to ensure compliance with established procedures. Prepares monthly reports showing activity and current status of programs. Establishes and maintains essential records, reports and files. Prepares official correspondence and reports.

Makes recommendations and assists management in the coordination and ongoing development of effective processing procedures to support current administrative functions as well as recommends improvements for new management systems. Assists in the coordination and monitoring of procedures and workflow within the unit. Assists in preparation of reports containing findings, conclusions and recommendations. Prepares and updates mailing lists, distributes/mailed materials, coordinates presentations

REQUIREMENTS:

Education: Graduation from an accredited college with a Bachelor's degree.

Experience: One year of experience in student financial aid program management and/or data analysis and compilation required. Knowledge of Microsoft Excel, PowerPoint, electronic calendaring, Lotus Notes, email and internet research. Knowledge of program regulations, policies and procedures. Knowledge of data compilation and analysis principles and techniques. Ability to organize work assignments and materials. Ability to communicate effectively verbally and in writing with internal and external clients.

Note: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

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.

This posting may result in personnel actions which will require final approval by HESAA and the Civil Service Commission.

Please email cover letter including title of position, resume and salary history by the closing date above to pmaske@hesaa.org.