

Assistant Director, Financial Aid  
Kellogg Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263030>

Downloaded On: Sep. 26, 2025 3:19pm

Posted Sep. 26, 2025, set to expire Jan. 22, 2026

**Job Title** Assistant Director, Financial Aid  
**Department** Financial Aid  
**Institution** Kellogg Community College  
Battle Creek, Michigan

**Date Posted** Sep. 26, 2025

**Application Deadline** 10/10/2025

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Administration - Accounting & Finance  
Administration - Other

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**Job Description**

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**Assistant Director, Financial Aid**

**Position Title**

Assistant Director, Financial Aid

**Position Type**

Full Time

**Classification**

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Director 2 - Administration

**Department**  
Financial Aid

**Work Schedule**

The Financial Aid Office opens at 8:00 a.m. daily and closes at 6:00 p.m. on Monday through Thursday and 5:00 p.m. on Friday. The posted hours for this position are Monday through Friday, 8:00 a.m. to 5:00 p.m. with the exception being, one day per week, hours from 9:00 a.m. until 6:00 p.m. Occasional extended evening and weekend hours as needed by the Department to handle peak periods, to cover financial aid services at the Centers, and to conduct presentations and recruitment activities.

**Position Summary**

Kellogg Community College's Financial Aid department is a collaborative team that administers a comprehensive financial aid program including federal, state, and local awards. The Assistant Director of Financial Aid has oversight of day-to-day operations of the Financial Aid department with supervisory responsibilities over multiple staff. Key responsibilities include processing, organizing, and directing the daily flow of student files and documents. This position requires a high level of knowledge and understanding of financial aid processes, as well as the ability to effectively coordinate and administer all aspects of aid sources to meet requirements and deadlines.

The Assistant Director also assists the Director of Financial Aid with planning, development, organization, administration, and overall coordination of the department. They play a key role in ensuring compliance with financial aid regulations and providing excellent service to students. Strong communication skills, attention to detail, and teamwork are essential attributes for this role. As part of the Financial Aid team, the Assistant Director contributes to the college's mission to provide accessible and affordable education to all students.

**KCC Equity Statement**

At Kellogg Community College, we are committed to creating an inclusive environment where we foster respect for others and our differences, support cultural understanding, demonstrate ethical behavior and champion social justice. We will accomplish this by:

- Deepening our understanding of diversity, equity and inclusion through learning, engagement with others and personal reflection;
- Valuing the lived experiences and perspectives of others while nurturing and understanding the differences between us;

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- Rejecting all forms of prejudice, discrimination and racism; and
- Advancing integrity, justice and civility among and between us.

### **Physical Demands**

The job responsibilities are performed in an office area and presentation venues. Travel by car required. The job has intermittent periods during which continuous physical exertion is required, such as independent mobility between work areas, standing, sitting, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (8 - 45 pounds). Typically requires regular use of one or more physical senses of medium intensity and long duration. Must meet reasonable deadlines, quotas or demands for accuracy, and may be involved in some mildly unpleasant situations.

### **Minimum Qualifications**

1. Bachelor's degree (BA, BS) or equivalent in Business, Accounting, or related field, obtained from an accredited college or university (attach unofficial transcripts showing courses completed and degree(s) conferred).
2. Advanced understanding of and experience with computer information systems and software.
3. Ability to interpret federal, state, institutional, and private laws, rules, and regulations and apply this knowledge to a variety of situations.
4. Two to three (2-3) years of experience in Student Affairs/Student Services, Accounting or Financial Aid.

### **Preferred but not Required**

1. Experience with the Colleague Student Information System.
2. Experience reading and interpreting the Federal Register and related documents.
3. Supervisory experience.

### **Proposed Salary**

According to the Kellogg Community College Hay Administrative Compensation program, the 2025-2026 annual salary range for a Director 2 position, \$68,443 to \$85,552 to start.

### **Special Instructions to Applicants**

To be considered, all required materials must be submitted no later than Friday, October 10, 2025, at

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9:00 a.m. EST, and it is the responsibility of the applicant to ensure all required materials (resume, cover letter, and unofficial transcripts showing courses completed and degree(s) conferred) are submitted by the closing date and time. Only online applications will be accepted - any paper applications will be rejected and returned to the applicant. As part of the interview process, applicants will be given a skills test. If you have questions regarding our online application process, please call 269 565-2074 or e-mail [hr@kellogg.edu](mailto:hr@kellogg.edu).

To apply, visit <https://jobs.kellogg.edu/postings/2880>

**Projected Hire Date**

**External Posting Date**

09/19/2025

**External Closing Date**

10/10/2025

**External Closing Time**

9:00 a.m. EST

**Internal Posting Date**

09/04/2025

**Internal Closing Date**

09/11/2025

**Job Duties**

**Essential Function: FINANCIAL AID TECHNOLOGY**

**Description:**

- Manage updates, troubleshoot and institute change in the Colleague Financial Aid module.
- Lead the process in yearly module set-up for processing of files to ensure accuracy and reliability of data for College reporting and use.

**Essential Function: PROCESS DEVELOPMENT**

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**Description:**

- Develop current and new processes for compliance and accessibility related to Satisfactory Academic Progress (SAP), Default Aversion, verification and awarding.
- Gather, analyze and interpret data for reporting, process improvement and compliance.

**Essential Function: TEAM LEADERSHIP**

**Description:**

- Supervise five (5) staff members and all aspects of their job responsibilities including, daily processing of files, scholarship processing, agency processing, as well as Veteran's Affairs (VA) processing.
- Keep daily work flowing taking into account each person's responsibility while managing planned as well as unplanned absences.
- Provide and encourage professional development of staff.

**Essential Function: COMMUNITY OUTREACH AND ADVISING**

**Description:**

- Represent the campus to current and prospective students, their families, high school counselors and institutional employees in all aspects of the student aid process.
- Extensive advising relative to the financial aid process, monies available and coordination of different aid programs.
- Conduct financial aid presentations within the community, high schools, and to various groups within the institution as required.

**Essential Function: PROGRAM EXECUTION**

**Description:**

- Review, interpret, apply and execute all regulatory requirements associated with student eligibility for Federal and State aid programs, including the FAFSA process of verification, appeals, awarding, reporting, and reconciling of funds.
- State programs requirements include verification, awarding, billing and payment of funds. All

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items are subject to internal and external audit review.

- Assist in compiling state and federal aid program data for internal, external stakeholders and the execution of federal and state audits.

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Financial Aid  
Kellogg Community College

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