

Region Director, Financial Aid
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264464>

Downloaded On: Oct. 27, 2025 6:08pm

Posted Oct. 27, 2025, set to expire Nov. 29, 2025

Job Title Region Director, Financial Aid
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Oct. 27, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Accounting & Finance

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Job Description

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Region Director, Financial Aid

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Region Director, Financial Aid

Job Description Summary:

The Regional Director of Financial Aid Services provides administrative oversight for financial aid operations within an assigned Student Affairs region. Reporting to the Executive Dean of Financial Aid & Veterans Affairs, this position ensures consistent and compliant service delivery across the region while contributing to districtwide collaboration, alignment, and innovation. The Director oversees staff, ensures adherence to federal, state, and institutional regulations, and advances student-centered priorities within one designated functional focus area: Strategy, Operations, or Programming.

Job Description:

Description of Duties and Tasks

- Supervises, trains, coaches, directs, coordinates, evaluates, and disciplines personnel while

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adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

- Manages regional financial aid operations to ensure compliance with all federal, state, and institutional regulations, promoting efficiency and consistency.
- Supervises campus-based financial aid managers, providing coaching, training, and professional development aligned with institutional goals.
- Oversees the implementation and maintenance of core financial aid processes, including Verification, Satisfactory Academic Progress (SAP), and Professional Judgment.
- Conducts internal audits and reviews of financial aid practices to ensure alignment with regulations and support continuous improvement.
- Collaborates with executive leadership, other regional directors, and partners such as Veterans Affairs to align efforts and streamline services.
- Uses institutional data and reporting tools to inform decision-making, track performance outcomes, and analyze trends.
- Supports the implementation and adoption of financial aid technology platforms and reporting dashboards.
- Participates in budget planning and resource coordination in partnership with the Executive Dean.

Districtwide Responsibilities

In addition to the core and functional responsibilities, Regional Directors will have one of the following district-wide responsibilities based on assigned functional area:

Strategy

- Aligns regional execution with districtwide financial aid strategies and enrollment initiatives.
- Leads planning processes to identify operational risks and develop mitigation plans.
- Provides analysis of data and trends to support strategic enrollment and financial aid initiatives.

Operations

- Maintains and enforces operational procedures and guidelines for all financial aid processes.
- Ensures standardized processes are followed to provide timely student support.
- Collaborates with IT and technology partners on system implementation, testing, and updates.

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Programming

- Plans and coordinates financial aid outreach activities, workshops, and communication campaigns.
- Delivers training programs for financial aid staff, with a focus on onboarding new hires.
- Monitors event participation and program effectiveness to inform future planning.

Knowledge

- Apply principles and processes for providing customer and personal services, including needs assessment and service quality evaluation.
- Comprehensive knowledge of federal Title IV and state financial aid programs, regulations, and compliance requirements.
- Principles of college-level administration and student financial aid services.
- Understanding of the community college philosophy and mission.
- Supervisory principles, practices, and methods.
- Budget preparation and expense control.
- Knowledge of college policies and procedures.

Skills

- Demonstrate required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Make decisions based on a thorough analysis of issues and sound judgement.
- Exhibit strong interpersonal skills, tact, discretion, and ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community.
- Effective leadership, team building skills, and strong customer orientation when working with diverse students, faculty, and administration.
- Utilize organizational and planning skills, and the ability to meet deadlines.
- Maintain confidentiality of work-related information and materials.
- Maintain an established work schedule, with occasional nights and weekends.

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Technology Skills

- Use a variety of spreadsheets, word processing, database, and presentation software.
- Use enterprise software applications, including financial aid management systems (e.g., Banner, Colleague), data extraction tools, and reporting platforms.

Required Experience

- Five (5) years of related experience, including one (1) year of supervisory experience.

Completion of the ACC Supervisor Certificate Series Program will satisfy the supervisory experience required for this position.

Required Education

- Bachelor's degree.

Special Requirements

- Reliable transportation for travel in the Austin area as required.

Physical Requirements

- This position falls under ACC's in-person preferred remote framework. Staff are expected to be on campus 5 days a week with limited exceptions.
- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

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Safety

- Supervise the safe operation of the unit.
- Facilitate safety inspections.
- Take reasonable and prudent actions to eliminate identified hazards.
- Ensure employees receive appropriate safety training and foster a workplace safety culture.

Salary Range

\$76,693 - \$95,866

1 POSITION STILL AVAILABLE

Number of Openings:

3

Job Posting Close Date:

November 8, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable

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accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Round-Rock-Campus/Region-Director--Financial-Aid_R-8423-1

Contact Information

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

Contact

Staff

Austin Community College

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