

Associate Director, Financial Aid
Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=268168>

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Posted Nov. 11, 2025, set to expire Oct. 31, 2026

Job Title Associate Director, Financial Aid
Department Financial Aid
Institution Brazosport College
Lake Jackson, Texas

Date Posted Nov. 11, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Administration - Accounting & Finance

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Job Description

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Associate Director, Financial Aid

Posting Number: 70957

Position Type: Administrative/Staff

FTE: Full-time

Department: Financial Aid

Job Summary/Basic Function:

- Reports to the Director of Financial Aid;

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- Determines eligibility for Financial Aid awards consistent with and in compliance with federal, state and institutional policies and procedures;
- Determines financial aid to be awarded; counsels students on decisions regarding professional judgement and/or dependency overrides;
- Monitors awards and student's academic progress to ensure eligibility criteria are met and maintained;
- Evaluates work of financial aid staff for verification and accuracy of student aid reports and individual student files;
- Responsible for compliance of Department of Education Financial Aid regulations;
- Responsible for electronic reprocessing of student data with the Department of Education;
- Supervises reconciliation of state and federal fund reports;
- Serves as financial aid liaison for internal and external auditors;
- System administrator for financial aid databases and awarding systems;
- Supervises processes for staff members assigned to electronically process financial aid applications and payment vouchers;
- Coordinates with IT department to resolve problems or make upgrades to computer system;
- Develops work procedures and implements improvements for new processes;
- Responsible for research and analysis of financial aid data for the financial aid office and other offices on campus that use financial aid related data;
- Provides current financial aid information to college employees, students, parents and high school counselors and represents the financial aid office through informational presentations on financial aid policies and procedures in college and community events;
- Serves on college committees as representative of the financial aid office;
- Supervises work study students and provides training for financial aid processes; performs other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Business Administration or related field from a regionally accredited college or university;
- two years of student personnel administration experience in a college setting;
- two years of customer service experience; two years of business experience;
- experience using Microsoft programs - Word, Excel; experience using educational information systems - POISE, EDEExpress, EDConnect;
- excellent communication skills (oral and written); excellent organizational skills;
- ability to work in a team environment and work under stress.

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Desirable Qualifications:

Physical Demands:

Able to traverse campus, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, hearing, vision, and talking.

Posting Date: 11/10/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 11/20/2025

Special Instructions to Applicants:

1. Applicants must include a minimum of three (3) professional references in the reference section of the application.
2. An official transcript documenting the advertised minimum education requirement, is required upon hire. If your college/university is not from a US awarding institution, you must have your education credentials evaluated by a company that is a member of the National Association of Credential Evaluation Services (NACES). Please refer to the NACES website for further information (www.naces.org).

To apply, visit <https://employment.brazosport.edu/postings/4658>

Contact Information

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

Contact

Financial Aid

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