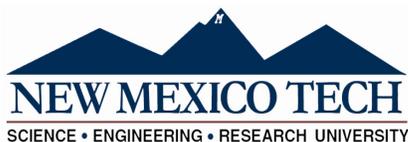


**Posted:** April 4, 2025



**Revised**

## **POSITION ANNOUNCEMENT**

**TITLE:** FINANCIAL AID MANAGER

**DEPT:** FINANCIAL AID

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$58,000 - \$62,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: Concurrent\*** CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### **JOB SUMMARY:**

Reporting to the Director of Financial Aid, the Financial Aid Manager will help support the Financial Aid Office in assisting with the student financial assistance programs. This position is responsible for managing the Work-Study program. Student employment gives students an opportunity to gain valuable work experience while attending college. The Financial Aid Manager job includes: processing work authorizations for students who are hired to work on-campus through the work-study program and regular student employment, monitoring and reconciling earnings, coordinate with the Payroll and Budget Offices and notify departments of overages. Processing all initial communication with students, record keeping and data entry, and presenting updates to the NMT Community. Additional duties include assisting with the reconciliation of accounts, report preparation for federal and state agencies, assisting in person visitors, web development, coordinating the information flow of the Financial Aid Office to various office staff, scanning and indexing documents, etc.

### **JOB FUNCTIONS:**

Oversee Student Work Authorizations for work-study and regular student employment. Address all hiring processes and procedures and related communications. Manage coordination and delivery of Federal and State Work-Study funds. Maintains fiscal responsibility for office operations by monitoring office budgets and expenditures; prepares journal entries (JV's), as required. Assist with reconciling Financial Aid accounts and maintaining appropriate records. Functions as one of the main points of contact in the Financial Aid Office. Participate in special projects and office initiatives to engage students on the topic of financial aid empowerment and financial aid resources. Keep abreast of all federal mandates, regulations, and updates related to the particular functions of this position and participates in online training opportunities, webinars, conferences, and other activities designed to provide continuing education in financial aid administration. Develop and maintain policies and procedures for specific assigned area as required. Maintains Student Handbook updates. Responds to current and perspective student and family inquiries regarding financial aid and scholarship information. Participate in continuous training (webinars and in-person) to stay abreast of federal and state rules and regulations and best practices. Provide support to Financial Aid Staff by providing assistance with financial aid inquiries and file completion. Cross-train on financial aid processes to support other office staff. Oversees the design of the Financial Aid Office website. Update website as needed. Provides direct and/or indirect supervision and training for Financial Aid Office Student Workers. Participates in college night functions, new student orientations, FAFSA workshops, class presentations, and other recruitment events. Collaborates with other Department or University related campus visits by students and parents Assist with monitoring of academic progress of all students with regards to financial aid and scholarships

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree. 3-5 years of professional experience in related field. 10 years of experience will be accepted in place of a Bachelor's degree. Effective communication skills, both written and oral. Ability to progressively continue to learn the rules and regulations that govern the area of financial aid in order to accurately make awards and disburse aid. Exhibit professionalism and always maintain confidentiality. Ability to accurately perform basic mathematic computations and general accounting principles. Ability to work in a fast-paced environment while meeting critical deadlines. Excellent presentation skills.

**DESIRED QUALIFICATIONS:**

Master's Degree. 3-5 years of professional experience in related field. Knowledge of federal, state, and institutional rules and regulations, pertaining to financial aid. Knowledge with Banner Software Program. Exhibit good judgement, honesty, integrity, responsibility, and punctuality through the utilization of professional work standards

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 5%	Sitting 80%	Walking 10%	Pulling 1%
Pushing	Lifting 2%	Stooping 1%	Kneeling
Crawling	Climbing	Reaching 1%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)