Associate Director of Financial Aid

Salary: $80,000

Warren County Community College is seeking a motivated and student-focused professional to serve as the Associate Director of Financial Aid. This full-time, in-person position assists with the administration and daily operations of Financial Aid and plays an important role in supporting student success through financial aid counseling, compliance, outreach, and recruitment initiatives.

Reporting to the Director of Financial Aid, the Associate Director assists with administration of federal, state, and institutional financial aid programs. Responsibilities include advising students and families through the financial aid process, reviewing applications and supporting documentation, coordinating financial aid packaging, assisting with reporting requirements, and supporting recruitment and enrollment activities. This position also collaborates with faculty, staff, and students to ensure accurate and effective delivery of financial aid services.

Qualified candidates should possess a bachelor's degree and a minimum of two to three years of experience working in a Financial Aid Office. Candidates should demonstrate knowledge of federal and state financial aid regulations and possess strong organizational, interpersonal, written, and verbal communication skills. Experience with financial aid systems such as EDConnect and PowerFAIDS is strongly preferred.

The successful candidate will be committed to providing excellent customer service and creating a supportive, student-centered environment. This position offers the opportunity to assist students in achieving their educational goals while contributing to the continued success of the College community.

To Apply for an Open Position
Please send a letter of interest, resume, and copies of transcripts to hr@warren.edu.

You can also mail information to:

Warren County Community College
Human Resources Dept.
475 State Route 57 West
Washington, NJ 07882