

**NORTH COUNTRY COMMUNITY COLLEGE**

**23 Santanoni Avenue  
Saranac Lake, New York 12983**

**POSITION DESCRIPTION**

**Assistant Director of Financial Aid**

**Job Title:** Assistant Director of Financial Aid  
**Job Status:** Full Time (NCCCAP)  
**Department/Division:** Financial Aid Office/Marketing & Enrollment Division  
**Supervisor:** Financial Aid Director  
**Area Supervisor:** Vice President of Marketing & Enrollment

North Country Community College (NCCC) is a small community college serving Essex and Franklin Counties since 1967. The main campus is located in Saranac Lake, with additional campuses in Malone and Ticonderoga. While the College offers numerous majors, including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Several courses and programs are offered in multiple modalities from fully on campus to fully online. Class size tends to be relatively small, providing opportunities for individualized instruction and focused academic advisement for each student.

**General Job Description:**

The Assistant Director of Financial Aid works directly with and for the Director of Financial Aid, serving as primary administrative support to the Financial Aid Office which includes data entry and maintaining accurate and complete financial aid records. This position entails the processing, awarding, and communication of financial aid packages to students. As such, it includes counseling students and parents about financial aid and scholarship availability as well as the financial aid process in general. The position also assists with Title IV, federal or state financial aid programs and required for state and federal reporting and audits. The individual serves as the VA School Certifying Officer for the college and is responsible for completing electronic certifications through Enrollment Manager each semester, and the Certifying Officer for the Vermont Student Assistance Corporation (VSAC) certifying eligible students for the Vermont state grant. This position will also have primary responsibility for all aspects of the college work-study program.

This position will be based on the Saranac Lake Campus and is a 221-day position.

**Major Duties and Responsibilities:**

1. Advises and counsels students and parents, faculty, staff and community groups regarding financial aid availability, planning, eligibility and forms completion utilizing a variety of internal and external outreach activities.
2. Determines, analyzes and updates the financial aid record and account status of students. Develops a financial aid package to meet the needs of the individual student utilizing all available resources. Updates students' records regularly and notifies them in a timely fashion.
3. Assists with developing and/or updating all online financial aid web content, all financial aid forms and keeps up with federal and state form revisions.
4. Is responsible for managing all incoming communication and visitors. Will serve as the primary point of contact for all incoming office matters. Will coordinate and manage all front office operations. Monitors email along with incoming and outgoing calls
5. Compiles data in preparation of applications and reports under Title IV regulations. Assists with the implementation and compliance of state and federal financial aid policies, procedures, and regulations.
6. Assists students with financial aid and loan programs, verifications, and related paperwork.
7. Monitors student academic progress for various financial aid programs and loans.
8. Completes annual update of Department of Defense Memorandum of Understanding.
9. As the VA School Certifying Official, completes electronic certifications through Enrollment Manager each semester. Periodic reviews are conducted to ensure continued eligibility. Collects appropriate documentation as required for yearly Federal and/or NY State VA audits. Provides financial aid support/assistance to veteran students and their spouses/dependents.
10. Works with the Vermont Student Assistance Corporation (VSAC). Conducts periodic reviews to ensure continued eligibility for VSAC grants. Receives funding for VSAC grants and forwards them to the appropriate office(s) for financial aid packaging.
11. Coordinates the Federal Work-Study Program. Determines departmental needs, assists with promotional activities, finalizes placement of students, and ensures proper controls are in place for all student work. Supervises student workers as needed.
12. Assists with processing student withdrawals and other academic changes.
13. Assists with certification and reconciliation of all New York State grants and scholarships.
14. Represents the Financial Aid Office at various events on and off campus which includes, but is not limited to New Student Orientation, Student Success Fairs, Financial Aid Nights, etc.
15. Processes all Second Chance Pell FASFA applications and determines eligibility. Monitors eligibility and student enrollment. Submits final year-end reporting.
16. Serves on College committees and participates in College governance as appropriate.
17. Works with supervisor to develop and maintain a professional growth plan.
18. Conducts oneself in a professional manner promoting good relations with College employees, students, parents, local community members, jurisdictional representatives, and visitors.
19. Remains cognizant of and maintains appropriate behavior as outlined in College policies.
20. Performs other duties as assigned.

**Minimum Qualifications:**

- Associate's degree with three years' experience; bachelor's degree preferred
- Knowledge of federal and/or state financial aid programs and supporting regulations
- Strong organizational, written/verbal communication, and interpersonal skills
- Detail oriented and able to work both collaboratively and independently

**Preferred Qualifications:**

- Knowledge of Title IV program fund regulations
- Knowledge of U.S. Department of Education rules and regulations as they pertain to financial aid
- Knowledge of Federal and State Veterans Administration regulations

**Application Deadline:**

April 30, 2026

**Salary Information:**

Salary range is \$50,000-\$55,000/year and is based on experience and level of education.

**College Non-Discrimination Statement:**

North Country Community College does not discriminate. We embrace and encourage the celebration of differences and affirm the rights of individuals guaranteed by state and federal laws and the U.S. Constitution. We reject all manifestations of discrimination or harassment on the basis of race, color, national origin, religion, creed, age, disability, self-identified sex, gender identity or expression, status of being transgender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, carrier status, military or U.S.