

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: April 17, 2008 Department: Financial Aid
 SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: May 17, 2008 Date position to be filled: 6/17/2008

Position Title: Associate Director

Salary (annual): Negotiable or Salary Range: _____ to _____

Please check all categories that apply to this position:

Status

- Part-time

% of time
 Full-time

Faculty Position

- Temporary
 Tenure
 Tenure Track (Probationary)
 Grant
 Contract

Unclassified Position

- Administrative
 Temporary
 Permanent
 Grant
 Contract

Classified Position

- Probationary
 Job Appointment
 Provisional Appointment

Contact Person: Kathy G. Woods Telephone No: (504) 286-5263

Contact Email Address: kwoods@suno.edu

Contact e-mail address is for: Human Resources utilization only Posting to VAS website

Brief job description [Maximum 5 lines @ 500 characters (including spaces) per line]:

Individual will report to the Director of Financial Aid. Duties Include: Counseling current and prospective students (and parents) regarding financial aid availability and the application process; processing and maintaining Financial Aid records; must keep abreast of and maintain compliance with federal, state, and University guidelines regarding the financial aid programs and the awarding of aid.

Minimal qualifications [Maximum 4 lines @ 450 characters (including spaces) per line]:

Applicant should possess a Master's degree in a related field. Financial Aid experience and knowledge of SIS-Plus operating system a plus; proficiency in the use of computers and office machines; proficiency in Microsoft Office Suite; good oral, interpersonal and analytical skills. Applicant must possess a minimum of 3 to 5 years working in a high-volume, fast-paced, time-sensitive, service-oriented Financial Aid environment. Salary commensurate with experience.

Remarks [Maximum 3 lines @ 300 characters (including spaces) per line]:

All qualified applicants must submit a letter of interest, a current resume, three letters of professional reference, and copies of all transcripts.

Apply To:

Kathy G. Woods, Interim Director
Office of Student Financial Aid
Southern University at New Orleans
6400 Press Drive, Gym Stage
New Orleans, LA 70126

AN EQUAL OPPORTUNITY EMPLOYER