

Interim Financial Aid Director
MnSCU Academic Supervisor 2 (MMA)
Temporary, Full-Time

Minnesota North College is seeking to fill the temporary, full-time position of Interim Director of Financial Aid.

The Interim Director of Financial Aid for Minnesota North College provides leadership, supervision, and administrative oversight for the development, implementation, and coordination of federal, state, institutional, and private financial aid programs at Minnesota North College. As the college Title IV officer, this position is responsible for ensuring compliance with applicable federal and state laws, regulations, and Minnesota State and college policies; directing accurate processing, awarding, disbursement, reconciliation, and reporting; and supporting effective college-wide delivery of financial aid guidance through student advisors and related student support partners. The Director leads continuous improvement of financial aid operations, systems, and procedures to support enrollment, persistence, completion, and equitable student access to financial resources.

Home office can be located at any of the campuses of the Minnesota North College, as determined with the Vice President of Academic & Student Affairs. Travel to all campuses of Minnesota North College will be required.

Work Hours: Monday – Friday, 8:00 – 4:30 pm (hours may vary based on need)

Salary Range: \$34.71 - \$50.25 hourly / \$72,474 - \$104,922

GREAT BENEFITS PACKAGE! Includes low cost medical and dental insurance, employer paid life insurance, short- and long-term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and one floating holiday and 11 paid holidays each year. Learn more at: <https://mn.gov/mmb/seqip/>

Application Procedure:

This posting is open to current Minnesota North College employees only.

Candidates with professional or lived experience in engaging diverse communities in their professional career are especially encouraged to apply.

- **Internal Applicants:** All current college system employees will need to log in to the career site in [Workday](#) to apply for a position. Employees may also search for "Browse Jobs - Employees" in Workday via the search bar at the top to view open positions.
- **Please use Job Requisition #: JR0000005267**

DEADLINE TO APPLY: July 14, 2026 at 12:01 am (midnight on 07/13/2026)

Please upload the following information in Workday:

- Cover letter
- A current resume
- A list of three professional references with contact information
- Unofficial copies of academic transcripts and licenses (official will be required at time of hire);

Minimum Qualifications:

- An associate's degree or higher.
- Two years of progressively responsible experience in student financial aid administration or student services.
- Knowledge of, or ability to develop working knowledge, of current federal Title IV, state, and institutional financial aid laws, regulations, policies, and compliance requirements sufficient to direct the programming and operations of the department.

- Strong oral and written communication, analytical, organizational, and problem-solving skills, with the ability to maintain confidentiality and work effectively with constituents in a diverse environment.
- Ability to set priorities to meet deadlines.
- Valid Driver's License.

Preferred Qualifications:

- Bachelor's degree or higher in student affairs, higher education, business, public administration, or a related field.
- Experience supervising financial aid staff and leading department operations in a higher education environment.
- Experience in a multi-campus college environment and coordinating services across locations.
- Experience using financial aid systems and data processing platforms such as Workday, ISRS, or comparable systems.

For questions regarding this posting, please contact Donna Hoag, HR: donna.hoag@minnesotanorth.edu

Minnesota North College is comprised of six campuses including Hibbing, Itasca, Mesabi Range (Eveleth and Virginia), Rainy River, and Vermilion. Our campuses are rooted in their communities' rich histories of providing access and opportunity to higher education across northern Minnesota for over 100 years. We are committed to our role as leaders in education, partnering with local schools, business and industry, and government to create opportunities for students and the region.

We look forward to continuing to serve our students, employees, and communities long into the future, and we hope you choose to *Head North* and join us as an employee for Minnesota North College!

Minnesota North College recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. MN North is committed to attracting and retaining employees with varying identities and backgrounds.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, persons with disabilities and veterans. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling Charlotte Peterson, Vice President of Human Resources (218) 550-2502. AA/EO, Veteran Friendly.

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minnesota North College - TBD Campus

Employee Name: TBD	Position Control Number: 01123594
Department/Division: Student Affairs	Classification Title: Academic Supervisor XX
Prepared By: Bart Johnson & Charlotte Peterson	Working Title: Financial Aid Director
<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	<i>If Exempt, attach required documentation</i>
<input checked="" type="checkbox"/> Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	If seasonal, list months during the season worked
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time _____ %	Date Prepared: June 2026

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
Employee Signature	Date	Supervisor Signature	Date

POSITION PURPOSE

The Director of Financial Aid for Minnesota North College provides leadership, supervision, and administrative oversight for the development, implementation, and coordination of federal, state, institutional, and private financial aid programs at Minnesota North College. As the college Title IV officer, this position is responsible for ensuring compliance with applicable federal and state laws, regulations, and Minnesota State and college policies; directing accurate processing, awarding, disbursement, reconciliation, and reporting; and supporting effective college-wide delivery of financial aid guidance through student advisors and related student support partners. The Director leads continuous improvement of financial aid operations, systems, and procedures to support enrollment, persistence, completion, and equitable student access to financial resources.

PRINCIPAL RESPONSIBILITIES AND RESULTS

1. Direct the administration of financial aid programs, systems, and student service delivery.

- Direct and coordinate financial aid operations, including application processing, document tracking, verification, eligibility determination, awarding, revisions, disbursement, and records management.
- Oversee the effective use and maintenance of student information and financial aid systems, including calendars, edits, budgets, packaging, notifications, reporting, and data integrity.
- Interpret and apply complex financial aid regulations to student eligibility, satisfactory academic progress, appeals, professional judgment, dependency overrides, consortium agreements, and maximum time frame reviews.
- Provide guidance, training, and ongoing support to student advisors and other student-facing staff on financial aid programs, application processes, eligibility, budgeting, and debt management so they can effectively guide students.
- Ensure financial aid staff are primarily focused on processing, systems, compliance, awarding, reconciliation, and operational functions while also providing real-time support to student advisors during student meetings so advising and financial aid needs can be addressed in a single student appointment whenever possible.

Priority: Primary Percent of Time: 30%

2. Ensure compliance, reporting, and stewardship of financial aid resources.

- Establish, implement, and monitor financial aid policies, procedures, and internal controls to ensure compliance with federal and state regulations and Minnesota State and college requirements.
- Oversee funds management, including authorizations, disbursement schedules, expenditure monitoring, reconciliations, closeout, and coordination with the business office and other partners.

- Prepare, review, and submit required federal, state, and institutional reports and respond to audits, program reviews, and compliance monitoring activities.
- Scrutinize available guidance, professional resources, and regulatory updates to ensure proper administration of student aid programs and timely implementation of changes.

Priority: Primary Percent of Time: 25%

3. Provide leadership, supervision, and strategic direction for financial aid operations across the college.

- Supervise, train, support, and evaluate financial aid staff and student employees to ensure work is completed in an efficient, timely, accurate, and respectful manner.
- Direct work priorities, assign responsibilities, establish timelines, and coordinate office functions to meet operational and service expectations.
- Lead staff communication, professional development, and implementation of changes in regulations, systems, and departmental procedures.
- Develop and evaluate annual and long-range goals and strategies in support of student success, enrollment, persistence, and completion.
- Complete and approve timesheets, performance evaluations, and provide guidance or constructive criticism, including but not limited to all areas of discipline.

Priority: Primary Percent of Time: 30%

4. Serve as a college resource and representative on financial aid matters.

- Collaborate with enrollment services, advising, academic affairs, the business office, and external agencies to resolve student issues, support effective service delivery, and ensure student advisors have current financial aid guidance and real-time support from financial aid staff during student meetings.
- Represent the college with Minnesota State, the U.S. Department of Education, the Minnesota Office of Higher Education, professional associations, and other partners as appropriate.
- Respond to inquiries and provide guidance to students, families, faculty, staff, high schools, funding agencies, and other stakeholders on financial aid matters.
- Participate in policy development, training, continuous process improvement, and other duties as assigned to support the smooth functioning of the department and the college.

Priority: Primary Percent of Time: 10%

5. Perform other duties as assigned to ensure the smooth functioning of the department/institution and maintain the reputation of the organization as a viable business partner.

Priority: Secondary Percent of Time: 5%

KNOWLEDGE, SKILLS, AND ABILITIES

Minimum Qualifications

- An associate's degree or higher.
- Two years of progressively responsible experience in student financial aid administration or student services.
- Knowledge of, or ability to develop working knowledge, of current federal Title IV, state, and institutional financial aid laws, regulations, policies, and compliance requirements sufficient to direct the programming and operations of the department.
- Strong oral and written communication, analytical, organizational, and problem-solving skills, with the ability to maintain confidentiality and work effectively with constituents in a diverse environment.
- Ability to set priorities to meet deadlines.

Preferred Qualifications

- Bachelor's degree or higher in student affairs, higher education, business, public administration, or a related field.
- Experience supervising financial aid staff and leading department operations in a higher education environment.
- Experience in a multi-campus college environment and coordinating services across locations.
- Experience using financial aid systems and data processing platforms such as Workday, ISRS, or comparable systems.

RELATIONSHIPS

This Position Reports to: Minnesota North College Vice President of Academic and Student Affairs.

Supervises:

- CSS - .50 FTE Financial Aid Assistant (RRCC)
- CSS – 1.0 FTE Financial Aid Assistant (HCC)
- CSS - .99 FTE Financial Aid Assistant (MRV)
- AP3 – 1.0 FTE Asst Financial Aid Director (ICC)
- 2-4 student workers

Internal and External Clientele and Purpose of Contact:

Minnesota State administration, Student Affairs Leadership Team, faculty and staff, students, state and federal agencies, Minnesota State system office staff, other college/university staff, and community members as appropriate.

PROBLEM SOLVING

The area of Financial Aid is complex, ever changing, and a regulation driven department. Student concerns and dissatisfaction, due to the lack of financial aid resources, is an ongoing trial and at times a volatile situation that must be dealt with patience, knowledge and understanding by the director. Errors in the financial aid department are not only costly to students, but to the college as audit findings can result in the repayment of aid dollars or fines. It is critical to problem solve on a daily basis. Checking systems, student awards, and administrative concerns are frequent occurrences and the ability to make independent decisions to remain in compliance is essential. The incumbent must have excellent problem solving, communication, human relations skills and a wide range of technical skills to be successful. The position requires careful monitoring of results to ensure that they accurately reflect data gathered. An ability to identify unusual or unexpected results is required.

FREEDOM TO ACT

Budget: The Financial Aid Director takes complete responsibility for managing and balancing Federal and State Financial Aid programs amounting to over \$15 million dollars.

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

The Financial Aid Director must monitor and maintain communication with Administration regarding funding levels. The incumbent will be expected to fulfill the assigned responsibilities of this position independently, under broad guidance and direction from the Vice President of Academic and Student Affairs.

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

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