Kaskaskia College is seeking applications for the above position. This is a 12-month, full-time, Professional/Managerial position, eligible for fringe benefits. Salary range is $52,000 to $62,000 annually. Position is responsible for managing and overseeing all aspects of the College’s comprehensive Financial Aid and Veterans’ Services program.

Position requires Bachelor’s degree in relevant field and minimum of three years progressively responsible experience in financial aid or related field, which included leadership and supervisory experience. Also requires strong knowledge of State and federal regulations governing financial aid, demonstrated understanding of and commitment to the community college mission and philosophy, strong understanding of and commitment to teamwork, process leadership, and consensus decision making, excellent oral and written communication skills, and demonstrated proficiency in organizing and planning. Master’s degree in relevant field and community college financial aid experience preferred.

All applicants being considered for hire will be required to submit to a pre-employment background investigation, including a criminal record check.

To receive consideration, applicants must submit a cover letter describing how qualifications meet the position criteria, along with a resume, unofficial transcripts, official Kaskaskia College Employment Application, and responses to Initial Application Questions by July 31, 2013 or until position is filled to the address below. Official Employment Application, Initial Application Questions, and Position Description can be accessed at www.kaskaskia.edu/hr.

Director of Human Resources
Search #SS 202
Kaskaskia College
27210 College Road
Centralia, IL 62801
AA/EEO Employer
618-545-3022

Kaskaskia College is interested in receiving applications from individuals who would enhance the diversity of the College.

7/18/13