Financial Aid
Associate Director of Financial Aid

The Financial Aid Office at Colorado School of Mines invites applications for an Associate Director of Financial Aid.

Located in Golden, in the foothills of the Rockies, 13 miles west of Denver and 21 miles south of Boulder, Mines has enrollment of over 5,400 students in undergraduate and graduate degree programs in engineering and applied science. For more information visit us at: www.mines.edu.

Responsibilities: The Associate Director of Financial Aid is a member of the enrollment management team and plays a key role in the operations of the Financial Aid Office. This person will help to provide systems support to the office including report writing, maintenance and Banner upgrades. This position will also assist the Director in survey completion, federal and state report completion, compliance monitoring, beginning and end of the term processing and be the acting director when the Director is absent.

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

Qualifications: Required are a bachelor's degree with direct financial aid experience in combination with demonstrated leadership and the ability to manage complex and varying tasks. The successful applicant must possess knowledge of financial aid program regulations. A strong background with financial aid systems is essential. Must be detail oriented and possess excellent interpersonal, organizational and communication skills. Candidate should possess a strong customer service background and the ability to interact with parents, students, staff and faculty in a positive manner.

Prior experience with Banner computing systems is highly desirable. Experience with Cognos report writing is preferred.

Compensation: Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps and programming. For more information visit: http://family.mines.edu/

How to Apply: Applicants must send a letter of application and résumé addressing the position’s requirements, along with the names and contact information of three professional

Mines is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Employment with Mines is contingent upon the satisfactory completion of a background investigation.
Mines is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Employment with Mines is contingent upon the satisfactory completion of a background investigation.