Rhode Island Student Loan Authority

Job Title: Director Full Time Position

Department: College Planning Center

Reports To: Executive Director of the Rhode Island Student Loan Authority

Job Description

Responsible for the full management of the College Planning Center of Rhode Island. Be the primary speaker at Financial Aid nights and at high schools as requested.

Skills/Education

- Bachelors degree required
- Minimum of 1 year experience working in a college financial aid office at an Assistant Director level.
- A clear understanding of the college admission process as well as the challenges faced by students, parents and colleges / universities.
- Maintains an understanding of the Federal and alternative loan programs
- Excellent leadership , organizational, communication, time management, and problem solving skills
- Solid working knowledge of Microsoft Office applications Word, Excel, PowerPoint

Requirements

- Responsible for making sure the Center's are adequately staffed at all three locations
- Oversee all staff members
- Work with the Authority's Marketing department to develop brochures, ads, mailing lists, radio and tv spots.
- Counsel students, parents, guidance counselors and others about the higher education process including college searches and selection, college admission essays, completion of all financial aid forms, reviewing award letters, explanation of financing options, etc.
- Conduct workshops at various venues on subjects such as, college selection, writing the college essay, the financial aid process, financing options, parents and guidance counselors.
- Oversee the coordination of college fairs, Early Awareness, College Application Week, rischolarships data base, the Paul Sherlock Scholarship, diversity events, guidance counselor workshops and the development of new programs to meet the needs of all wishing to enter or continue higher education.
- Continual monitoring the needs of guidance departments and how the College Planning Center can assist them.
- Build relationships and collaborate with other organizations
- Attendance at financial aid and admission meetings/conferences
- Develop a method to measure the effectiveness of the College Planning Center
- Assist in preparing annual budget, monitor expenses, an ensure the Center operate within budget