

POSITION	Financial Aid and Accreditation Liaison
LOCATION	Lesourdsville and Liberty Township Campuses
GENERAL DESCRIPTION	The Financial Aid and Accreditation Liaison will assist the Adult Education Fiscal Coordinator in the management of the financial aid and reporting function of Adult Education. This position will also work closely with the Executive Director of Strategic Programming to ensure compliance with Council of Occupational Education (COE) accreditation requirements.
QUALIFICATIONS	<ul style="list-style-type: none"><li>• Associate's degree in Education, Finance, Economics, or related field, Bachelor's degree preferred <b>OR</b> equivalent combination of education and experience;</li><li>• At least three years of student support services experience;</li><li>• Knowledge of financial aid, accreditation process, and/or reporting requirements preferred;</li><li>• Demonstrated experience providing excellent customer service;</li><li>• Ability to work effectively with a variety of community members from diverse backgrounds and age groups;</li><li>• Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;</li><li>• Excellent attention to detail;</li><li>• History of strong work record, including good job attendance; and</li><li>• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.</li></ul>
STARTING DATE	July 1, 2022
SALARY	From \$59,482 – 77,612 based on experience
BENEFITS	A comprehensive benefits package includes medical, dental, vision, and life insurance; tuition reimbursement; paid sick and vacation time
WORK YEAR	260 days/year (12-month calendar); 8 hours/day
DEADLINE	Until filled (Priority deadline: Friday, April 29, 2022)
APPLY TO	<a href="#">Butler Tech Careers</a>