

Director of Financial Aid

MINIMUM QUALIFICATIONS

Bachelor's degree; minimum three (3) years' experience at the financial aid managerial level; demonstrated ability to manage and submit reports including FISAP, IPEDS, SFA and CDR, as well as prepare audit and cash flow documentation

ADDITIONAL QUALIFICATIONS

- Thorough knowledge of the theory and practice of financial aid administration
- Thorough knowledge of federal, state and institutional student aid programs
- Ability to analyze problem situations, identify feasible solutions, and present recommendations
- Ability to exercise discretion, independent judgment, and logical reasoning in executing responsibilities
- Ability to handle multiple priorities and many details in a focused, organized manner
- Knowledge of sound management practices, fiscal accounting procedures and staff development
- Ability to effectively interact with staff, faculty and students
- Excellent communication skills, both verbal and written
- Strong interpersonal, planning and organizational skills
- Must be able to successfully pass pre-employment background check

Part-Time Faculty – Beginning Summer 2008

MacCormac College anticipates opportunities for part-time teaching during Fall Semester, for both day and evening classes. We seek professionals who are knowledgeable, personable, and have at least a Bachelor's degree (Master's preferred) AND teaching experience, experience working in their professional field, and/or professional certification (if applicable).

Our part-time faculty members enjoy the rewards of being part of a dynamic academic community and contributing to the enrichment of students' lives. If you would like to be considered, please submit a cover letter and resume, clearly indicating your area of specialty and your availability for day or evening courses. Resumes are kept on file for future opportunities if your qualifications don't fit our current or anticipated needs.

Individuals interested in employment at MacCormac College should submit a letter of application and resume to:

Dr. Leo Loughead
President
MacCormac College
29 E. Madison St
Chicago, IL 60602
312-922-1884 x419
lloughead@maccormac.edu

MacCormac College is an equal opportunity employer.