

West Virginia Council for Community and Technical College Education

An EO/AA Employer Position Announcement

Position: Manager, Financial Aid Information Systems

The Manager, Financial Aid Information Systems will provide support to the Director of Financial Aid at Bridgemont Community and Technical College, Kanawha Valley Community and Technical College, and Marshall Community and Technical College. This position will be based at the System Office in Charleston, West Virginia.

Duties and Responsibilities:

The Manager, Financial Aid Information Systems works with the multi-campus Director of Financial Aid and institution staff on the multiple campuses to provide Banner Financial Aid technology support and system development. Duties include, but are not limited to, developing data models for BANNER Financial Aid information systems related for multiple institutions, providing consultation and advice on major BANNER implementation processes, providing technical leadership on the integration of related systems, overseeing and coordinating the planning and maintenance of BANNER and related computer system software and hardware components to ensure successful day-to-day operation of financial aid related processes, maintaining and writing complex computing information installs, and maintaining a variety of systems and third party software interfaces such as NSLDS and COD for multiple campuses.

Qualifications:

A master's degree or equivalent relevant experience with a minimum of five years of specific experience with UNIX operating system, Oracle relational database, Microsoft Operating Systems, Microsoft Access, Microsoft Excel, and Department of Education software. A thorough understanding and demonstrated successful utilization of BANNER Financial Aid technology is required.

Salary: \$50,000 - \$65,000 depending on qualifications and experience

Deadline: Deadline for receipt of cover letter, resume, and minimum of three (3) references is January 19, 2010 by close of business.

Apply to:

Margaret Buttrick, CCP, IPMA-CP
Human Resources Administrator
West Virginia Higher Education Policy Commission
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