



Posted: 02/25/2025
Annual Salary: \$41,868.04 - \$55,824.00
Status: Exempt, Full-time
Location: On-site

The College of Idaho is excited to invite applications and recommendations for the impactful role of Assistant or Associate Director of Student Financial Services. The job title and level of responsibility will reflect the candidate's experience and qualifications.

As a vital member of the [Enrollment Management](#) team, this position plays an essential role in the effective administration of financial aid programs and in upholding compliance with federal, state, and institutional regulations. Reporting directly to the Assistant Vice President of Student Financial Aid, this role empowers you to assist with federal reconciliation, award financial aid, manage the work-study program, ensure compliance, and provide exceptional service to students and their families, making a difference in their educational journeys.

Successful candidates will have a minimum of three to five years of financial aid experience, demonstrating increasing levels of responsibility. Proficiency in the Microsoft Office suite is essential, and experience with enterprise applications that support financial aid functions; familiarity with Ellucian Colleague is a strong advantage. Candidates are expected to possess extensive knowledge of Title IV federal financial aid regulations and financial needs analysis, along with a genuine commitment to exemplary customer service. The ability to manage confidential and sensitive information with tact and diplomacy is crucial. A Bachelor's degree is required; however, a combination of education and directly related work experience may be accepted in lieu of a degree. Bilingual proficiency in Spanish and English is preferred.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidates must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references, two (2) management, and one (1) professional to hr@collegeofidaho.edu. Review of applications will begin immediately and continue until the position is filled. As we move through the applicant review process, additional information may be requested from qualified candidates.

With over 132 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.