

## **EXEMPT RECRUITMENT ANNOUNCEMENT**

### **Assistant Director, Workforce Programs, Student Financial Aid**

**Reports to:** Associate Director of Student Financial Aid  
**Division:** Student Financial Aid (SFA)  
**Classification:** Exempt  
**Salary:** \$62,000. - \$71,000. Annually  
**Closes:** January 19, 2015 at 5:00 p.m.

#### **Agency Profile**

The Washington Student Achievement Council (WSAC) links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

#### **About the Division**

The Student Financial Aid division is responsible for policy and operations related to state student financial aid. The division manages need-based grant and work study programs, merit and conditional scholarships, competitive grant programs, student loans, and other activities.

#### **About the Position**

With general direction, the Assistant Director exercises independent judgment in interpreting and applying program rules and regulations to institutions, employers, and students in regards to the workforce programs. This position also assists the SFA Program Associate with administrative tasks linked to divisional budgets, internal controls, and contracts.

#### **Essential Functions:**

The primary duties include:

- Supervise classified employees as assigned.
- Administer the workforce financial aid programs and manage the program funds in compliance with state and federal rules and regulations.
- Manage administrative and program budgets.
- Oversee program related tasks including collection and analysis of data and development of reports.

### **Work Activities:**

- Prepare, coordinate and write federal grants and reports for grant funded programs and manage federal, state and local match funds.
- Manage contracts for the division.
- Collaborate with the Department of Health, Aerospace Training Center and other key stakeholders related to program improvements and initiatives.
- Manage the production and maintenance of the program publications.
- Support the division with implementation of process and systems improvements using LEAN and other tools.
- Develop and conduct program performance evaluation activities annually.

### **Required Education and Experience**

- A bachelor's degree in business administration, public relations, health related fields, or a closely related field AND five years progressively responsible professional level work.
- Two or more years successfully managing the work of others.
- Previous experience dealing with the interpretation and implementation of rules and regulations.
- Two or more years of fund management experience.
- Superior analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to complete complex projects within established time frames.
- Ability to travel within the state and nationally.
- Excellent interpersonal skills; ability to work with a diversity of people in a professional and productive manner.
- Strong leadership and management skills.
- Proficient in MS Office programs with emphasis on Word, Excel, and Outlook.  
proficient

### **Preferred**

- Master's degree in a related field.
- Experience and knowledge of health care and health care infrastructure.
- Knowledge of health care financing.
- Knowledge of student financial aid processes.

## **Application Procedures**

To apply for this position you **MUST** find this position and complete your profile at [www.careers.wa.gov](http://www.careers.wa.gov). Attach the following to your profile before completing the online application:

1. A cover letter describing how you meet the required and desirable education and experience of this position.
2. A current resume.
3. Names and phone numbers of three professional references.
4. The completed supplemental questions.

**Please note:** *The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process. Generic cover letters will be considered non-responsive and may eliminate you from further consideration. You should keep a copy of your application for your files.*

## **QUESTIONS?**

For questions about this recruitment contact Alisha Rollins at [AlishaR@wsac.wa.gov](mailto:AlishaR@wsac.wa.gov), or you may call (360) 753-7857.

*The Washington Student Achievement Council is an equal opportunity/affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please call (360)753-7802 as early as possible regarding any assistance you may require.*



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**Assistant Director, Student Financial Aid Supplemental Questionnaire**