



Financial Aid Coordinator/ Assistant Women's Basketball Coach

We're looking for a dedicated Financial Aid Coordinator/ Assistant Women's Basketball Coach to guide students through the financial aid process and support the women's basketball program. If you're passionate about sports, student success, and making a difference—we'd love to have you on our team!

Salary:

\$41,322– \$43,801 per year, depending on experience.

Summary of Function:

Coordinate and maintain the Financial Aid process for all student athletes, to include awarding, SAP process, and FA workshops. Assist the Head Women's Basketball Coach in planning and coordinating the intercollegiate women's basketball program, including recruiting and scheduling. In cooperation with all head coaches at AWC, the Coordinator would ensure and coordinate the Financial Aid process for all returning and incoming student athletes. Liaison between the athletics department, the financial aid office, and student athletes. Assists with coaching, recruiting, and managing administrative tasks like travel and off-campus events.

Typical Duties:

- Serves Students. Assist the women's head basketball coach in coaching and game implementation. Lead, monitor, and coordinate training, strength and conditioning, and practice sessions, ensuring that all safety guidelines and standards are maintained.
- Coordinates the Free Application for Federal Student Aid (FAFSA) for new and returning students. Maintain compliance with federal and state guidelines. Serve as front counter backup.
- Coordinates the verification process as regulated by the Department of Education. Collect, review, and verify student/parent documentation submitted for financial aid, ensuring compliance and authenticity. Submit corrections as appropriate to the federal processor. Ensure financial aid files are completed for auto-packaging and transmitted.
- Awards all athletic scholarships in Colleague.
- Assists in the identification and recruitment of potential student athletes for the women's basketball program, in accordance with NJCAA rules, regulations, guidelines, and standards.
- Provides guidance and assistance to student athletes on a range of personal and academic issues, including monitoring student athlete behavior, development of student athlete individual educational plans, and monitoring student academic progress and support
- Maintains and monitor Satisfactory Academic Progress following scholarship guidelines.
- Assists/supports in coordinating Financial Aid/FAFSA workshops for students.
- Represents the sports program to various institutional programs, external community organizations, agencies, funding organizations, students, parents, and the general public.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Bachelor's degree and two (2) years of coaching experience or playing experience in the related athletic program and one (1) year of experience in working with students or the general public

OR

- High school diploma or equivalent and four (4) years of coaching experience in the related athletics program and two (2) years of experience in working with students or the general public

OR

- An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

Classification:

- Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 40 hours per week
- Monday-Friday
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include adjustments to work schedule, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow and operating procedures
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software and applications especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner

- Ability to be flexible and supportive, positively and proactively assimilate change in rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA guidelines
- Ability to supervise and schedule the work of others
- Ability to adapt to a dynamic workload and demands
- Ability to operate relevant equipment required to complete assigned responsibilities for the position
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, community contacts and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department, or institutional needs
- Must be able to perform duties in a variety of weather conditions
- Outdoor athletic venues and locations for athletic events, such as practice and games, subject to different weather and possible high noise levels

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times, a minimum of 25 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist
- Safely and appropriately operate golf carts or district vehicles

Travel:

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department and institutional need
- Must travel with the team

Note:

- Yuma Campus
- Benefits Eligible
- Split role 50/50 Financial Aid Office and Athletics.
- The statements within this document describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified
- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice

APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
 2. Resume (no more than 3 pages)
 3. Cover Letter
 4. Unofficial Transcripts
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ADDRESS INQUIRIES TO:

Arizona Western College

Human Resources

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: Human.Resources@azwestern.edu

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