



Job Description

Job Title: Assistant Director Financial Aid		
Division/Department: Financial Aid		Location:
Reports to: Deaun Maas-Steed		Title: Director, Financial Aid
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40

POSITION SUMMARY:

Leverage knowledge of current Federal and State financial aid regulations and loan processing procedures along with personnel management to perform the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Knowledge of Federal laws and regulations including the Higher Education Act of 1965, the Privacy Act, the Buckley Amendment, and U.S. Department of Education Student Financial Aid Handbook.
- Plan and control processing of student financial aid applications (FAFSA); analyze student eligibility for financial aid and award funds.
- Administer designated scholarships, loan and/or grant programs; authorize payments; possibly monitor and supervise work-study program.
- Counsel current students, potential students, parents and University personnel regarding available sources of aid and eligibility requirements; assist students in budgeting resources.
- Proficiency in report generation coupled with data and statistical analysis.
- Help the Director of Student Financial Services develop and implement new policy, processes, and procedures.
- Experience with budgeting, cost estimation, and fiscal management principles and policies.
- Understand, process and report on MACU's Ministry Advancement Program (MAP), Federal Work Study Program (FWS) and institutional scholarship and endowment funds.
- Monitor Pell accounts and run Pell grant report for student eligibility for the Business Office.
- Participate and lead regular training to stay up-to-date in with Federal financial aid changes.
- Assist with awarding and reviewing institutional and federal financial aid.
- Experience and skill in supervising and leading teams is preferred. Recommend hiring; train, assign, supervise, and evaluate designated support staff.
- Keep abreast of changes and interpret federal, state and other financial aid regulations/requirements.
- Attend conferences and workshops applicable to student financial aid; travel to present seminars, information sessions and other programs for students, prospective students and parents.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS:

Familiarity with PC operations and software such as the Internet and Microsoft Suite of products and a variety of federal and university financial aid systems is necessary. Familiar with MS Office Suite (Excel, Access, PowerPoint, Word). Familiarity with Jenzabar (Student Information System) and PwerFAIDS (Financial Aid Software) would be beneficial. Ability to learn new software programs quickly required.

OTHER QUALIFICATIONS:

1. Ability to develop, enhance and nurture relationships with personnel in accord with the academic and professional goals of the university. This individual will also work closely with current students, staff, and external constituents and must possess superior interpersonal skills.
2. Must demonstrate student-centric focus and ability to collaborate with students and staff.
3. Excellent written and oral communication skills; superior organizational, reporting, and analysis skills required.



4. Self-motivated and demonstrate leadership skills and possess the ability to work in teams, multitask, and facilitate programs.
5. Detail oriented and ability to be diplomatic in a high pressure atmosphere.
6. Ability to operate with a high level of awareness for protecting sensitive and confidential information.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.