

**JOB TITLE:** Assistant Director for Financial Aid Operations  
**JOB CODE:** ADFAO2019  
**REPORTS TO:** Director of Financial Aid  
**CLASSIFICATION:** Full-time, exempt 12 month position, benefits eligible  
**POSTED:** 6/06/2019  
**CLOSES:** Open Until Filled

Reporting to the Director of Financial Aid, the Assistant Director is responsible for managing the set-up, maintenance, and day-to-day operations of the financial aid office. This position oversees all internal and external data interfaces, internal data reporting, and set-up of the financial aid management system, PowerFAIDS. Working in close conjunction with campus partners, the Assistant Director will lead discussions and operationalization of integrating the financial aid awarding process with campus colleagues, especially the offices of Admissions, Registrar, Student Accounts, and Institutional Research. The Assistant Director will work closely with the Director to research policy and operationalize new initiatives while maintaining compliance with Federal and State Regulation. The Assistant Director will also be responsible for review and awarding of a modest population of undergraduate aid applications.

**DUTIES AND RESPONSIBILITIES:**

- Oversee the annual set-up and maintenance of the financial aid management system; operationalizing all aspects of awarding, monitoring, and communicating financial aid
- Maintain all external financial aid data interfaces, including COD, NSLDS, SAIG, TSAC, etc.
- Provides functional leadership for the Financial Aid Office as liaison with the Information Technology Department in monitoring and integrating the operation and processes of the financial aid management system
- Maintain department website and student Net Partner software
- Coordinate with Office of Student Accounts to ensure timely and accurate disbursements of all sources of financial aid to student bills
- Assist in regular reconciliation of institutional, state, and federal financial aid programs
- Train, supervise, and evaluate financial aid team members
- Oversee front desk and reception operations including managing Federal Work Study and managing incoming document workflow
- Counsel students and parents on eligibility guidelines for financial aid, application procedures, aid awards and appeals
- Keep informed of all current Federal and College financial aid policies and procedure
- May be required to attend financial aid training workshops and professional meetings
- Perform needs analysis and award federal, state, and institutional grant funds to undergraduate students according to federal and institutional policies and procedures
- Other duties as assigned by the financial aid director

**MINIMUM QUALIFICATIONS:**

A bachelor's degree or equivalent work experience and a minimum of 5 years working in financial aid or related field. The successful candidate will possess superior analytical and organization skills. Must be a team player and creative problem solver. Computer and data literacy is a must. Must also possess excellent communication skills.

**PREFERRED QUALIFICATIONS:**

Previous experience working in a private college or university. Experience working with PowerFAIDS or similar financial aid management/student information system.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit, use hands to handle, or feel, and talk and hear. The employee frequently is required to walk. The employee is occasionally required to stand, reach with hands and arms, and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific Vision abilities required this job include close vision.

**HOW TO APPLY:** To apply to this position, interested candidates must submit to jobs@loc.edu: (1) cover letter, indicating interest in this position, and (2) resume. Please place the job code (ADFAO2019) in the subject line of the e-mail.