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# **Director of Financial Aid**

**Position Title:** Director of Financial Aid

**Reports To:** Vice President for Administration and Finance & CFO

**Department:** Financial Aid/Business Administration

**Prepared By/Date:** Thomas Larson/James Donahue/2001

**Approved By/Date:** James Donahue/2001

**Revised By/Date:** Thomas Larson/John McCarroll/February 20, 2013

**FLSA Status:** Exempt

**Function:**

The Director of Financial Aid administers King University’s financial aid program by utilizing University resources to maximize enrollment while maintaining full compliance with all federal, state, and University regulations, policies, and procedures. The Director of Financial Aid must work with co-workers, faculty, staff, students and their families, Federal loan lenders and guarantee agencies, the Department of Education, high school counselors, other financial administrators, and the community to provide efficient financial aid services.

**Financial Accountability:**

Total Operational Funds: $**33,000** Total Capital Funds: $0

Total Asset Management: $0

**Leadership Accountability:**

Direct Staff Reports: **4** Total Full-time Staff: **4** Total Hours/Week/Part-Time Staff: **0**

Student Employees: **2** Interns: 0 Graduate Assistant Employees: 0

**Primary Responsibilities:**

* Administer the University’s financial aid program by utilizing University resources to maximize enrollment.
* Manage the financial aid awarding and verification process to project the cost of institutional packaging policy options and its impact on net revenue by using the:
	+ - PowerFaids financial aid software
		- CAMS administrative system
		- Mathematical models
	+ Provide leadership and training to staff as it relates to King University’s application software and data management
		- Develop, analyze, and interpret statistical data for reporting
		- Develop and recommend financial aid and scholarship policies and strategies designed to accomplish institutional goals
		- Revise policies and procedures to accommodate changes in federal and state regulations as well as institutional policies and ensures that established procedures are followed
	+ Package student aid in a timely manner, including but not limited to:
		- Utilizing PowerFaids software and CAMS administrative system for the designated students
		- Provide counseling support; answer questions, perform verification, process requests for Professional Judgment**,** and meet with prospective students and/or parents as required
		- Recommend and monitor scholarship and financial aid renewal eligibility and selects loan programs designed to assist parents with educational funding
		- Work with athletic department on financial aid packages for athletes, setting average goals, awarding aid to athletes and monitoring athletic fund balances
	+ Manage the financial aid department's operations, including staffing, budgeting, training, and planning
	+ Fund management, including but not limited to:
		- Financial aid fund balancing with Business Office and yearly reporting
		- Prepare annual application for renewal of federal funds, develops annual financial aid budgets, and represent King University at professional and developmental training sessions and meetings
		- Supervise:
			* Pell grant reporting, tracking, COD payments, etc.
			* Importing of data from CPS and ISIR’S into PowerFaids
* Supervise the student employee hiring and management process for the entire campus, including but not limited to:
	+ Enforce all employment policies including but not limited to applications, hiring deadlines, time cards, and employment evaluations; Make changes with the Supervisor’s and appropriate applicable departments approval
	+ Work within the constraints of the budget allocations, applicable University policies and the Federal Work study guidelines approved by the college
	+ Communicate to students in a timely fashion including but not limited to:
		- Application for work via On-line application
		- For first-time employees obtain:
			* Completed W4 Forms and I9 Forms
			* Copies of their Social Security Card and their Driver’s license
		- Schedule and maintain student time cards
		- Oversee the additional requirements for international students
	+ Communicate and provide the Business office the following including but not limited to:
		- W4 Form, I9 Form, Copies of Social Security & Driver’s license
		- Copy of employment contract
	+ Maintain monthly reports in balance with the Business Office records
	+ Supervise the creation and printing of all promotional and informational materials needed
	+ Prepare and present financial aid related topics and materials to students, parents, and other community groups
	+ Work with admission representatives and High School counselors during school visits and campus visit days to disseminate financial aid information

**General Responsibilities:**

* Use discretion and professionalism in communicating details of the University operations outside of the office, ensuring confidentiality, integrity and security of all personal and financial student information
* Compliance with any outside authority including, but not limited to accrediting agencies, external auditing, local authorities (police, fire, etc.), OSHA, TN OSHA, EPA, etc., and do any audit work required for these agencies in a timely fashion
* Follow the policies as set forth in the appropriate employee handbook and subsequent updates or changes including, but not limited to, travel, professional development, purchasing and reimbursements, etc.
* Professional Development and Compliance
	+ Participate in professional organizations and professional development as time and resources permit and as directed by the supervisor.
	+ Seek out organizations that might provide insight and a networking resource for continued professional development
	+ Note any honor societies or professional certification which are applicable to the position, which are desired but not required
	+ Comply with national charters and requirements as possible, noting the exceptions for the file, with your supervisor’s acknowledgement
* Other occasional duties and responsibilities as assigned

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the University is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the University.

**Qualifications:**

* Education: A Bachelor’s degree or equivalent work experience is required.
* Experience: Minimum of 1 year experience.
* Communication Skills: Exceptional written and verbal communication skills.
* Leadership Skills: Considerable knowledge of financial aid programs and compliance issues, enrollment management and budget administration. The candidate must be familiar with managerial and policy formulation. Be proficient in data analysis and research as well as spreadsheet modeling. Must have demonstrated ability to work independently and be able to maintain confidentiality where appropriate.
* Computer Skills: Knowledge of Powerfaids Financial Aid software including annual setup, routine processing, data import and export functions, proficiency in Microsoft Office and CAMS Administrative software.
* Level of Independence: High level of ability to work independently and be able to properly prioritize the work to be done.
* Physical Exertion Requirements: Light Work as defined by the Bureau of Labor Statistics.
* Schedule Flexibility: Occasional weekend or evening work is required.
* Driving History: Driving a University vehicle is not a requirement of this position, but submission of driving data is required.
* Procedures Commitment: The candidate must adhere to any and all King University policies as detailed for all employees in the Employee Handbook or specifically per any department, such as Admissions, Business Office, Financial Aid, etc.
* Christian Commitment: The candidate must have and be able to articulate a personal faith in the Lordship of Jesus Christ and support the mission of King University.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Employee Name Printed Employee Signature Date