

Memo to: Human Resources
From: Office of Financial Aid & Veterans Affairs
Re: Open Position—PLEASE POST
Date: August 21, 2024

Position: Assistant Director of Financial Aid, Office of Financial Aid & Veterans Affairs

Summary Description: Under the general direction of the Director of Financial Aid, the assistant director aids in developing a comprehensive financial plan for students. The assistant director provides guidance to students on all financial aid opportunities, including institutional, state and federal aid, as well as payment plans for students and families; implements, administers and monitors all federal and state aid; verifies FAFSA information by following the prescribed process; analyzes requests for professional judgment adjustments; and assists the Director in monitoring satisfactory academic progress of all students.

Description of Duties and Responsibilities:

Essential Functions

1. Provides a service-oriented interface between students, their parents and the College. This includes all internal and external communications of student financial information.
2. Interacts face-to-face with a large number of students; guides both prospective and current students through their financing options.
3. Responsible for the daily import and export of information through the Department of Education's systems concerning receipt of Institutional Student Information Records (ISIRs), corrections, etc. may process data as necessary or as requested.
4. Determine financial aid eligibility and award financial aid for a designated group of Spring Hill undergraduate/graduate students.
5. Responsible for monitoring registered hours for enrolled students and adjusts funds awarded as required by federal, state or institutional guidelines.
6. Transfer student authority and coordinates transfer monitoring of all transfer student with the other counselors.
7. Administers the Federal Work Study Program; manages the community service FWS job offerings by acting as a liaison with off campus agencies to ensure the college meets the federal requirements for community service; reconciles FWS program funds; adjust awards as needed.
8. Employee serves as a school certifying official for Veteran's Affairs.
9. Works with the Registrar's Office and Student Accounts Office to process withdrawals and R2T4s.
10. Is knowledgeable of the Department of Education's system concerning receipt of Institutional Student Information Records (ISIRs), corrections, etc. and is responsible for processing/ importing/ exporting data as needed.
11. Runs reports using Cognos and Jenzabar FA as needed and attends training sessions and conferences to better learn the JFA system. Assists the Director in implementing and fine-tuning JFA use in the Office of Financial Aid.

12. Attends financial aid conferences and reads all publications and articles, as suggested by the Director. The Assistant Director must keep abreast of all current changes in federal and state laws, policies, and procedures that relate to student financial assistance.
13. Assist and lead with the Financial Aid single-file audit and the federal VA audit.
14. Other duties as requested or assigned by the Director.

Marginal Functions

1. Designs and runs reports as needed using Financial Aid's JFA network system.
2. Assists in the supervision of maintenance of all files and records in the Office of Financial Aid.
3. Participates in or attends meetings and/or special events as a representative of the College as needed or as requested.
4. Assists financial aid counselors in training and processing as needs arise.

Required Knowledge, Skills, and Abilities: Individuals must possess the knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job.

1. Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of the College.
2. Knowledge of current Title IV Financial Aid and VA Programs.
3. Ability to analyze and evaluate data to determine student eligibility.
4. Ability to use personal computer systems as well as other appropriate office equipment.
5. Knowledge of principles and methods of Financial Aid Office administration.
6. Ability to communicate effectively orally and in writing.
7. Ability to interact effectively with students, parents, staff, and administration.
8. Ability to work with others in a team effort, often under deadline pressures.
9. Ability to keep composure under often stressful and chaotic periods.
10. Ability to make presentations to students/parents in relation to financial assistance procedures and policies.
11. Ability to travel to out of town meetings, conventions, etc.
12. Flexibility to work late on assigned evenings/weekends or as deemed necessary by the Director.

Qualification Standards:

Education: Typical qualifications would be completion of a Bachelor's Degree; any experience and/or training that provides the required knowledge, skill, and abilities may be substituted in exceptional situations for the educational requirement.

Experience: Minimum of three years of progressively responsible experience in a financial aid office. Professional enrollment management experience may be substituted, in part, when it is demonstrated that prior enrollment management duties included experience in financial aid awarding, counseling of students and/or parents, and understanding institutional, federal and state funding.

Other Considerations:

- This position requires that you must be in good standing on all Federal Student Loans. Good standing must be maintained for continued employment. The U.S. Dept. of Education will not grant access to student loan data for any individual who is in default status. Access to such information is a necessity for this position.
- Hiring process includes background check.
- This person is considered a responsible employee in accordance with College Title IX policies.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

Review of applications begins immediately. To apply for this position, please provide a cover letter and resume. E-mail to: robinson@shc.edu and thicks@shc.edu or forward to: Office of Financial Aid, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608.