



# Midwest College of Oriental Medicine

Main Campus: 6232 Bankers Road, Racine WI 53403

Chicago Campus: 4334 N. Hazel Street, Suite 206

1-800-593-2320 fax: 262-554-7475

## Director of Financial Aid Job Description

**Title:** Director of Financial Aid

**Department:** Office of Financial Aid

**Reports to:** President

### Position Summary:

The Director of Financial Aid manages the overall operations of the Financial Aid Office by implementing and administering comprehensive student financial aid programs in accordance with federal, state and institutional regulations and guidelines.

The director is responsible for reviewing and approving all external requests regarding financial aid from federal and state officials. The director continually monitors department activities for purposes of improvement in service delivery, and compliance with federal, state and institution regulations. The director is responsible for initiating changes in office policy and/or procedures as a result of updates/changes in federal, state and institution regulations.

The director is responsible for ensuring that all aspects of the financial aid office responsibilities are performed in a timely, professional and courteous manner. The director is knowledgeable regarding regulations pertaining to eligibility for all programs administered by the Financial Aid Office. The director works closely with the admissions office and the Registrar in disseminating accurate financial aid information to current and prospective students. The director also works with the Compliance Office, Records Officer, and the Accountant in facilitating accounting for financial aid and in generating reports and statistics as needed.

### Duties and Responsibilities:

- Maintain financial aid records and files
- Monitor financial aid system processing
- Assist other college departments
- Monitor financial aid operations
- Determine and apply financial awards for eligible recipients
- Process loans to students
- Maintain accurate records in financial aid systems
- Process financial aid transcripts
- Coordinate grants and scholarships
- Conducts financial aid entrance and exit interviews
- Complete verification
- Maintain Satisfactory Academic Progress regulations
- Review special circumstance appeals
- Councils student applicants on matters concerning financial aid
- Reviews student applications for consistency and completeness
- Forward financial aid applications to FAME for processing
- Maintains currency of financial aid
- Attend meetings as required
- Process financial aid electronic transfers as they arrive

**Knowledge, Skills and Abilities:**

- Must be able to analyze situations accurately, have good decision making skills and be a self-directed worker
- Knowledge of and experience with financial aid operational functions
- Knowledge of academic data systems, tools and terminology
- Knowledge of computing software applications and troubleshooting
- Ability to perform database extractions and updates based on knowledge of the database query language
- Strong written and verbal communication skills
- High degree of independent thinking and attention to detail plus strong interpersonal skills with the ability to work as part of a team are necessary
- Proficiency with Microsoft Access, Excel and Word
- Minimum of three to five years of college culture, preferably in the For-Profit sector

**Qualifications:**

- Bachelor's degree and/or minimum of five years experience in financial aid
- Knowledge of federal and state financial aid program regulations
- Knowledge of various software programs, preferably Microsoft Office (Word and Excel), CLASS, and FAME
- Excellent interpersonal and communication skills both written and verbal
- Detail-oriented, ability to prioritize work responsibilities
- Ability to work independently with minimal supervision
- Must maintain strict confidentiality when working with parents, students, and staff

**Application:** Please submit a letter of interest highlighting your qualifications for the position, a resume and three references (including name, address, phone and email) to:

Midwest College of Oriental Medicine  
6232 Bankers Road  
Racine, WI 53403  
info@acupuncture.edu

**Deadline:** Review of applications will begin immediately and continue until position has been filled.

*Midwest College of Oriental Medicine is an Equal Opportunity/Affirmative Action employer and actively seeks and encourages applications from women, minorities, and persons with disabilities. It is our policy to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment. Employment is contingent on establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control act of 1986. Midwest College of Oriental Medicine conducts criminal background checks as a contingency to employment.*