

**Position Title:** Director of Financial Aid

**Reports To:** Vice President for Enrollment Services

**Department:** Financial Aid

**FLSA Status:** Exempt

**Employment Status:** Full-time

**FTE:** 1.0

**Salary/Position Grade:** Salary

**Pay Cycle:** Monthly

**Pay Months:** July-June

**Grant Funded:** No

**Revision Date:** February 2020

**Position Summary:**

The Director of Financial Aid is an integral member of the Enrollment Services Leadership team and reports to the Vice President for Enrollment Services. The Director oversees all strategies and activities related to the awarding and management of Financial Aid at the University. The individual must be committed to student service and dedicated to the professional development of the Financial Aid staff.

**Primary Responsibilities:**

Management

* Collaborate with the Directors of Graduate and Undergraduate Admissions and Vice President of Enrollment Services in the development of an annual financial aid strategy.
* Manage, supervise, train and evaluate Financial Aid Office administrative and support staff.
* Manage the Financial Aid Office operating budget and the University’s Scholarships and Grants budget.
* Develop and maintain financial aid policies and procedures.
* Work with the Mount Mary Marketing Manager in developing and maintaining financial aid information for new and current students including; printed materials, content maintained on the University website, My Mount Mary portlet and Power Faids Net Partner.

Professional Development

* Facilitate an annual review of new and returning student’s financial aid experience. This will include updating policies and procedures to enhance and streamline the student financial aid experience.
* Serve as the chief representative to WASFAA and NASFAA and encourage staff participation in membership opportunities of these organizations for professional development and compliance training.

Student Service

* Counsel students and families regarding financial aid.
* Evaluate student special circumstances and aid appeals.
* Work with the Director of Visitor Services in the establishment of financial aid programming and events for prospective and currently enrolled students.

Reporting

* Maintain a thorough knowledge of Federal and State aid regulations.
* Responsible for Federal, State and Institutional reporting such as the FISAP, IPEDS, WAICU, Petersons Survey, US World Reports, NCAA and internal fund reporting.
* Administer Federal and State aid programs.
* Facilitate annual A-133 audit in relationship to the Financial Aid Office.
* Re-check and sign off on all return funding to Title IV, State and Institutional Funding (R2T4’s).
* Administer the standards for Satisfactory Academic Progress for all programs.
* Assist Registrar in Veteran Student Reporting.
* Collaborate with the Alumnae and Donor Relations Office in the awarding of donor funded scholarships following the Memo of Understanding (MOU) agreements.
* Work with the Business Office to educate and support students utilizing all of the financing options available to them in meeting their accounts receivable obligations to the University.
* Provide the Vice President for Enrollment Services with regular reports and updates on awarding of new and returning students including budget management, packaging statuses, and other Key Performance Indicators.

Other duties

* Represent the Financial Aid Office in on-campus committees as assigned.
* Perform additional duties as assigned.

**Experience and Qualifications**

* Bachelor’s Degree required, Master’s Degree preferred
* Previous experience as a Financial Aid administrator required
* Outstanding verbal, writing, and presentation skills; must be able to communicate and interact effectively with prospective students, Mount Mary students, and other Mount Mary offices
* Strong interpersonal and organizational skills necessary
* Familiarity with Power Faids and Jenzabar preferred
* Exceptional ability to multitask and prioritize projects
* Must be willing to travel and work some nights and weekends

**Mount Mary University** practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace.

Updated: February 2020