

Job Title: Director of Financial Aid

Job Summary:

The Director of Financial Aid is a key leadership position responsible for the administration and management of financial aid programs within the educational institution. This role plays a crucial part in supporting students' access to education by providing financial assistance, counseling, and ensuring compliance with federal, state, and institutional guidelines.

Key Responsibilities:

Financial Aid Program Management:

- Develop and implement financial aid policies, procedures, and strategies to support the institution's enrollment goals and objectives.
- Manage the disbursement of financial aid funds, including scholarships, grants, loans, and work-study programs.
- Ensure the accurate and timely processing of financial aid applications.

Compliance and Regulatory Oversight:

- Stay up to date with federal, state, and institutional regulations related to financial aid.
- Ensure the institution's compliance with all financial aid requirements, including Title IV regulations.

Student Advising and Counseling:

- Provide financial aid counseling to students and their families, offering guidance on the application process and financial planning for education.
- Address students' questions and concerns related to financial aid.

Financial Aid Team Management:

- Supervise a team of financial aid professionals, including assistant directors, counselors, and support staff.
- Delegate responsibilities, provide training, and conduct performance evaluations.

Budgeting and Reporting:

- Develop and manage the financial aid office budget, ensuring effective allocation of resources.
- Generate regular reports and analysis of financial aid data, including disbursement trends and student demographics.

Scholarship Administration:

- Oversee the scholarship application and award process, ensuring fairness, transparency, and compliance.
- Collaborate with academic departments and donors to manage scholarship programs.

Student Outreach and Education:

- Develop and conduct financial aid workshops, presentations, and informational sessions for prospective and current students.
- Promote financial literacy and educate students about available financial aid opportunities.

Technology and Systems Management:

- Oversee the use of financial aid management software and systems, ensuring accuracy, efficiency, and data security.
- Evaluate and recommend improvements to technology tools and processes.

Collaboration and Communication:

- Collaborate with academic departments, admissions, registrar's office, and other relevant stakeholders to ensure a coordinated approach to student support.
- Maintain open and effective communication with internal and external partners.

Qualifications:

A master's degree in education, counseling, business administration, or a related field.

Several years of experience in financial aid administration, including leadership roles.

Strong knowledge of federal and state financial aid regulations.

Excellent interpersonal and communication skills.

Supervisory experience and the ability to lead and motivate a team.

Familiarity with financial aid management software and technology.

Commitment to diversity, equity, and inclusion in financial aid practices.

This job description provides a general overview of the responsibilities and qualifications expected from a Director of Financial Aid. Specific requirements may vary depending on the complexity.

For additional information on Paul Quinn College please visit our website - www.paulquinn.edu.