

POSITION VACANCY

Assistant Director of Financial Aid

Job Summary

The Assistant Director of Financial Aid supports critical functions within the Office of Financial Aid contributing to the success of the student financial aid program under the general supervision of the Director of Financial Aid.

Detailed Position Elements

- Certifies Stafford, Plus and Supplemental loans and keeps abreast of the regulations for Federal Stafford and Plus loans.
- Conducts eligibility checks for the Federal and College work study programs.
- Insures completion of Entrance and Exit Interview sessions with student loan borrowers.
- Counsels students and parents/families regarding financial aid package.
- Assists with the packaging of students in accordance with federal regulations and institutional policy.
- Assists with annual and ad hoc reports.
- Updates financial aid brochures and letters as needed.
- Maintains current and accurate data on the Financial Aid sections of the College's website (public and my.Westminster), as well as Net Partner web portal.
- Administers the awarding of federal work study.
- Assists with verification processes.
- Assists Director with providing information to school regarding Title IV funds and compliance issues.
- Attends Admissions functions that require financial aid presence.
- Hires and oversees work study students in Financial Aid Office.
- Certifies veteran benefits including enrollment certification and benefits counseling.
- Collaborates with colleagues in Registrar, Student Accounts/Business Office to interpret, update and ensure the College's compliance in federal Title IV financial aid programs, veterans' administration policies and institutional policies.
- Completes other duties as assigned.

Supervision Received Director of Financial Aid

Supervision Exercised Assists Director in the supervision of support staff

Qualifications and Skills

- Bachelor's degree in relevant course of study.
- At least one – three years' experience in a financial aid office.
- Strong communication, customer service, organizational, analytical, and problem-solving skills.
- Able to work independently with attention to detail.
- Able to work well under pressure, adapt to changing priorities, and meet deadlines.
- Able to work with students in stressful and sensitive situations.
- Proficient with MS Office Suite,
- Experience with federal software and websites including COD, EDConnect, NSLDS.
- Preferable experience with PowerFAIDs (including Net Partner application) and Jenzabar.
- Experience with VA education benefits preferable.

Special Requirements

- Some travel to financial aid conferences and workshops representing Westminster College.
- May have flexible work schedule including evenings and occasional Saturdays during certain times of the year.

Certifications, Licenses

- Must possess a valid driver's license and must pass background clearances.

Apply

Interested individuals should send a cover letter, résumé, and the names and contact information for three work-related references by no later than **June 15, 2023**, to schedikh@westminster.edu Review will begin immediately.

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