



JOB TITLE: Assistant Director of Financial Aid

CLASSIFICATION: Exempt

DEPARTMENT: Student and Family Services- Financial Aid Office

SUPERVISED BY: **Director of Financial Aid**

POSITION SUMMARY:

The Assistant Director of Financial Aid works with the Director of Financial Aid in carrying out the operation of the student financial aid program at Concordia Theological Seminary Fort Wayne.

DUTIES AND RESPONSIBILITIES:

1. Process payments that come into the Financial Aid Office.
 2. Maintain student and district files.
 3. Complete District Aid application for students.
 4. Maintain data in the student information system and endowment database.
 5. Coordinate payment plans for students.
 6. Track pledges and outside scholarship accounts.
 7. Process official forms required by the State.
 8. Retrieve and maintain files electronically received from the Department of Education.
 9. Calculate and disburse grants and scholarships, and monitor grant level.
 10. Assist with the calculation of loan eligibility and prepare award letters and financial aid packages to students.
 11. Process student employment paperwork and provide required information to the Business Office.
 12. Counsel students, as needed, on matters of loans and borrowing.
 13. Assist Director in administrative tasks for Financial Literacy Seminars.
 14. Maintain the Financial Aid portion of the ACTSFW website.
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QUALIFICATIONS:

- Detail oriented and ability to organize complex tasks.
 - Interpersonal skills to work with students and seminary administrative staff.
 - Must have experience in Microsoft Word, Microsoft Excel, and Microsoft Access.
 - Experience in PowerFAIDS, Salesforce, COD, EDconnect, Vanco, and NSLDS systems.
 - Keen ability to communicate in written, oral and electronic formats.
 - Experience in administering Federal Student Aid programs.
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SKILLS:

- Ability to maintain confidentiality.
 - Ability to work well with people (team player).
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PHYSICAL REQUIREMENTS:

- Ability to sit or stand at a computer for up to 8 hours a day
 - Ability to lift up to 15 lbs
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