

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Director of Financial Aid	Enrollment Management	VP of Enrollment Management	1.0	Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities: Under the direction of the VP of Enrollment Management, assists the enrollment and financial aid offices in providing financial aid service to students. Responsibilities in this position include financial aid processing, packaging, reporting, audit preparations, other compliance related functions, and serving as the School Certifying Official (SCO) for students with Veterans benefits along with assisting to meet the goals and objectives of the Student Services Office under the direction of the executive leader.

General Responsibilities: (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Develop and maintain financial aid reports as requested by the VP of Enrollment Management, senior administration, or others as needed.
2. Hire, train and supervise the Financial Aid staff. The Assistant Director of Financial Aid will report to the Director.
3. Keep abreast of federal, state, VA regulations, and institutional policy, as they apply to the administration of financial aid.
4. Assist with Student Services Office duties as requested by the executive leader.
5. Originate and disburse Pell, TEACH and DL Loans through COD daily or as often as needed. Balance Pell Grant, TEACH Grant, FSEOG, IAS, DL loans to spreadsheet/PowerFails/COD monthly.
6. Direct and oversee veterans' benefits by serving as the School Certifying Official (SCO). Maintain related compliance functions, certification process, and ongoing communication with the VA and students regarding requirements and benefits. This includes the military's tuition assistance program and coordination with billing/accounts receivable as needed.
7. Award and adjust financial aid packages according to current institutional, state and federal policies and procedures.
8. Plan and manage Financial Aid office budget and Financial Aid Institutional Fund budgets.
9. Report and balance IN state aid on ScholarTrack in order to receive funds. Must be completed after the 4th week of each semester.
10. Exercise professional judgment on special circumstances; perform verifications and submit updated information to CPS.
11. Perform R2T4 calculations in collaboration with Assistant Financial Aid Director on COD and update financial aid packages as needed.
12. Report credit completion and credit bank files to the state of IN each semester after all grades are turned in.
13. Report OCOG grant disbursed to Akron, OH students each semester via OH HEI system in order to receive the funds.
14. Annually determine SAP failures and send notices accordingly.
15. Maintain thorough understanding of PowerFAIDS and other technology needed for financial aid administration.
16. Maintain financial aid office Policy and Procedures Manual to reflect current Federal, State and institutional policies.

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17. Supervise Financial Aid Student Worker.
18. Conduct internal audit on award packages and files during the fall semester, along with working with outside auditors to plan and perform annual audit.
19. Assist the VP in evaluating the effectiveness of financial aid philosophies, programs and award strategies.
20. In collaboration with the VP and One-Stop Student Services Office, assist with the writing, updating and editing of financial aid publications to be disseminated to current and prospective students.
21. Disburse aid to student accounts and send updated spreadsheet to the Business Office staff daily.
22. Send debt letters/cost meters to all students once per year via Ascendium per IN state regulations.
23. Engage the financial aid profession at various public and professional meetings.
24. Supply data and statistics to other campus departments and to educational entities as directed by the VP.
25. Complete training as needed and directed to update knowledge and skills.
26. Assist with other duties as assigned.

Qualifications:

Minimum:

1. Bachelor's degree.
2. Strong data and process skills.
3. Ability to make evaluative judgements.
4. Two years of work experience with the Microsoft Office, specifically Excel and Word.
5. Excellent typing skills with attention to detail and accuracy.
6. Highly self-motivated individual.
7. Ability to investigate and analyze information and draw conclusions.
8. A positive attitude and team-player mentality.
9. Must have good oral and written communication skills.
10. Must be a good listener, able to sift through questions and address issues in a relevant way.
11. Strong Christian faith, commitment and volunteer service experience.

Preferred:

1. Work related experience in a financial aid office.
2. Experience with PowerFAIDS software.

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 9/18/2023