

**Arizona Christian University
Position Description**

Position Title: Director of Financial Aid	Date Updated: January 19, 2016
Reports to: Vice President of Enrollment	Department: Financial Aid
Direct Reports: Financial Aid Processor Financial Aid Counselor	FSLA Status: Exempt/ Full-time
Position Summary:	
<p>The Director will supervise and oversee the daily operations and activities of the Financial Aid Department. Responsible for tracking of loan certification and disbursement and scholarship assignments. Must ensure compliance with Title IV regulations for awarding and disbursing aid, and manage state grant certifications. Oversee the accurate budgets and billing of all tuition, fees, and other costs for students and will oversee the development and coordination of financial aid database systems. Holds primary responsibility for tracking and processing aid for students. Responsible for all State and Federal grant certification and reporting. Establishes and implements short and long range institutional goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; initiates changes required for improvement.</p>	
Prerequisite Qualifications:	
<p>Baccalaureate Degree required; Master's Degree Preferred Desired professional experience:</p> <ul style="list-style-type: none"> ▪ Minimum of five years' experience in financial aid or related experience. ▪ Goal oriented; ability to create good will with all constituents. ▪ Experience in financial aid administration, budget management, and public speaking. ▪ Commitment to the Universities' faith statement, mission, and purposes; ▪ Strong interpersonal skills with ability to deal with visitors from various backgrounds.. ▪ Expert working knowledge of Microsoft Office software. ▪ Ability to present financial aid guidance at high schools, churches, and campus outreach events. ▪ Jenzaber and Power FAIDS Experience preferred. 	
Duties, Tasks, Responsibilities (List as many categories as necessary):	
<ul style="list-style-type: none"> • Supervises awards ensuring that packages are timely and have a positive impact on enrollment goals. • Oversees financial aid tracking in database system. • Proactively assists students in completing the financial aid process in person, via phone and email. • Clears any ISIR comment Codes, request and collect verification documents on selected students. • Maintains Financial Aid student files for completeness and accuracy. • Ensures that new students have completed their Entrance Counseling and Master Promissory Notes • Guides students, prospective students and parents concerning aid programs, forms and regulations. • Check NSLDS for electronic financial aid transcripts. • Responsible for transmitting application and correction data to and from the federal processor and electronic loan application and funds data to and from lenders or guarantee agencies. • Performs revisions to financial aid awards according to federal, state, and institutional requirements due to changes in enrollment status, requests for changes in award, and other special revision projects. Monitors individual student awards, resolves data conflicts, and/or over-awards. • Manages highly confidential financial aid records and/or archives system. • May be responsible for assisting with the federal work-study and on-campus employment program. • Creates and maintains a high performance environment characterized by positive leadership and strong team orientation among staff to achieve goals. • Works closely with the Marketing and Admission Offices to maintain a consistent brand and protect ACU's image, exposure, collateral materials and web presence pertaining to financial aid. • Performs other duties and assignments as directed. 	
Working Conditions: Full-time (occasional nights and weekends as needed)	