



Position Description

Associate Director of Financial Aid

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, teaching philosophy, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The potential start date is July 1, 2023.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Associate Director of Financial Aid

POSITION'S OPERATING GROUP: Financial Aid

GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The Student Financial Planning Office serves as half of the student services team within the K-Dub Hub. Student Financial Services works with other campus constituents to ensure students and their families have a financial plan to meet their educational goals and to process financial aid in compliance with federal and state regulatory guidance.

POSITION'S DEPARTMENT: Student Financial Planning

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: To provide outstanding financial planning services to KWU students and their families.

POSITION'S DIRECT SUPERVISOR: Director of Financial Aid

DATE POSITION LAST REVIEWED OR ANALYZED: February 2023; Revised by Director of Financial Aid, reviewed by Human Resources.

POSITION'S EMPLOYMENT STATUS: Full-time, exempt, at-will.

POSITION INFORMATION

POSITION SUMMARY: The Associate Director of Financial Aid assists with administration of financial aid including, Direct Loans, Federal Work Study, Institutional KWU aid, and private scholarships for Kansas Wesleyan University. The person in this position is responsible for upholding and consulting federal regulatory guidance to ensure compliance and efficacy. This person provides a wealth of financial aid knowledge to students and families as well as K-Dub Hub staff and other campus constituents.

POSITION WORKS WITH: An inter-departmental team to ensure students and their families receive correct and accurate information about financial aid and their payment options and provides guidance to staff within the K-Dub Hub at Kansas Wesleyan University.

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Ability to safely and properly use general office equipment including the computer, fax, telephone, and copier. Equipment is in various locations. Some problems may necessitate research to solve. The information being researched may be located in various offices and be in various formats necessitating pulling files or traveling to other offices. Requires prolonged periods of time on the computer and/or seated at a desk or table. Must be able to travel to off-campus locations, able to spend extended periods of time talking with students and other constituents.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None.

POSITION'S WORK SCHEDULE: Forty hours per week during daytime, evening, and some weekend hours. Scheduled work shifts will be between the hours of 8:00 a.m. and 5:00 p.m. and may change. Willing to work flexible hours and travel as necessary to meet the responsibilities of the position.

POSITION'S TRAVEL REQUIREMENTS: Limited

POSITION RESPONSIBILITIES AND DUTIES

POSITION'S ESSENTIAL DUTIES

1. Uphold the mission of Kansas Wesleyan University and observe ethical standards in accordance with the Statement of Processional Ethics of the National Association of Student Financial Aid Administrators Statement.
2. Maintain a friendly and professional demeanor through verbal, written, and electronic communication with students, parents, faculty, and staff, while giving accurate feedback within the FERPA guidelines.
3. Assist with the supervision of the maintenance of extensive records on all financial assistance recipients in accordance with regulations.
4. Assist with the supervision and development of marketing strategies in the use of funds to attract target markets while enhancing net revenue.
5. Assist with all necessary forms for enrollment and financial assistance, utilizing Jenzabar CX as a daily tickler system and documentation of finance activity and results of follow up. Collects required student documents utilizing phone contact, email, regular mail, blocking from class, etc.
6. Assist with review and development of new financial assistance procedures to facilitate student application for funds.
7. Assist with authorization of the disbursement of financial assistance funds.
8. Responsible for the Parent PLUS and Alternative education loan programs including repackaging aid to include additional loans and certifying and processing these additional loan funds.
9. Serves as a School Certifying Official for VA Education programs including required annual training, certification of student enrollment, and communication with key departments about student eligibility for VA funds.
10. Assist with completion and submission of all necessary federal and state reports.
11. Interpret and implement various university, federal, and state policies for the administration of student financial assistance programs.
12. Promote the increased use of automation by student applicants and processing of information and aid programs within the K-Dub Hub environment.
13. Exercises and appropriately documents use of Professional Judgment where allowable for Federal Student Aid.
14. Utilizes various reports to ensure accurate awarding of financial aid.
15. Provide support and training to other members of the KWU community regarding financial aid compliance and regulatory updates.
16. Assists students and parents during various event days by conducting group FAFSA, loan document, and financial management sessions.
17. Documents within university's database, contact manager (Jenzabar CX), with proper financial aid activity and results of follow up.
18. Attends state/local financial aid meetings upon request.
19. Ensures that the financial packaging process is completed each semester for all students, new incoming and current students as assigned in compliance with federal, state, and institutional rules and regulations.

20. Provides assistance with data retention needs and assists with future system implementation.

JOB'S OTHER DUTIES:

- Performs other duties as assigned.

POSITION QUALIFICATIONS

EDUCATION:

- REQUIRED: Bachelor's Degree
- PREFERRED: Master's degree

CERTIFICATIONS AND LICENSES:

- None

WORK EXPERIENCE:

- 3 to 5 years of experience working in Financial Aid and knowledge of federal and state financial regulation is strongly preferred.
- Experience with Jenzabar CX is preferred.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

MINIMUM REQUIRED:

- Must understand the philosophy of private higher education and support the mission of Kansas Wesleyan university. Ability to think critically and make reasonable decisions in a fast-paced environment.
- Excellent attention to detail and follow up.
- Proven math and/or accounting skills.
- Proven ability to communicate effectively and participate effectively in a team-oriented environment. Excellent customer service and communication skills.
- Computer experience required particularly in Microsoft Excel and Word.
- Must be able to read, understand, apply, and explain federal and institutional policies and regulations as well as apply professional judgement when appropriate.
- Must possess excellent interpersonal skills and demonstrate a commitment to developing connections with and providing superb customer service to the KWU community.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITION. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered to be "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.