

GRADUATE THEOLOGICAL UNION Job Posting

ASSISTANT DIRECTOR OF FINANCIAL AID

POSITION PURPOSE: The Assistant Director of Financial Aid (**ADFA**) is a full time position with regularly scheduled and routine work hours required. Under the supervision of the Financial Aid Director (FAD), the Financial Aid Assistant Director provides assistance for the day-to-day operations, with the primary responsibility of overseeing the technical operations of financial aid administration, including the development of efficiencies in Ellucian Colleague together with the ODS reporting tool, with the overall goal of ensuring compliance with federal regulations and institutional policies. The ADFA assists in the development, implementation and administration of federal and institutional financial aid programs and policies. Further, the ADFA assists the FAD in the management of financial aid award budgets for member schools. The ADFA provides financial aid counseling to students and prospective students, performs need analysis and determines and communicates student eligibility for aid. In the absence of the Director the ADFA will assume responsibility for the Financial Aid Office.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

1. Assist the Director of Financial Aid in the management of the day-to-day operations and activities of the Financial Aid Office.
2. Read, interpret, apply and explain complex laws, regulations, policies and procedures regarding student financial aid and awards.
3. Oversee the import and export of student loan processing, the reconciliation of Direct Loan funds; troubleshoot Direct loan issues via Ellucian Colleague, COD and SAIG.
4. Serves as a liaison between IT and the FAO to review system patches provided by Ellucian, regulatory releases, upgrades, enhancements and corrective issues, and is responsible for testing and ongoing monitoring related to TDClient and the Financial Aid components of the Ellucian Colleague system.
5. Prepare monthly reconciliation reports using DL Tools, COD, and Ellucian Colleague.
6. Operate ED software systems to download Institutional Student Information Records.
7. Generate reports using the ODS reporting tool to compile financial and statistical reports.
8. Under the leadership of the Director of Financial Aid, manage the evaluation of the financial aid budget and distribution of institutional aid for assigned school(s), within the policies established by the Financial Aid Office and designated institution(s).
9. Perform need analysis, verification and packaging and ensure the accuracy of student financial aid awards.
10. Assist the FAD with the administration of the work-study program.
11. Under the leadership of the FAD, coordinate and implement the debt management and default prevention activities of the financial aid office. This includes the following: planning and coordinating entrance/exit counseling events, presentations

and workshops; other duties and projects related to debt management and default prevention.

12. Work with consortium member schools and institutional staff as assigned to gather and provide data, complete tasks and work cooperatively on behalf of the Financial Aid Office.
13. Counsel students and prospective students regarding financial aid.
14. Assist the FAD in providing work direction and training to the Financial Aid Assistant.
15. Work cooperatively with the Financial Aid Advisor.
16. Perform general office procedures in various areas of financial aid administration.
17. Special projects and duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education: Bachelor's degree, or equivalent experience, is required.

Experience and Special Skills:

1. Several years of progressively responsible financial aid experience;
2. Detailed knowledge of federal financial aid regulations, processes and practices related to the programs administered by the FAO;
3. High-level, directly-related experience with Ellucian Colleague systems in an institution of higher education in the field/area of financial aid;
4. Demonstrated leadership and management qualities that foster a cooperative work environment;
5. Experience formulating policy and implementing new strategies and procedures to maximize efficiency in the delivery of student financial aid;
6. Experience in performing need analysis and federal verification and packaging aid;
7. Ability to exercise independence in areas of professional judgment;
8. Experience in the analysis and management of a financial aid award budget;
9. Ability to work independently and to prioritize responsibilities;
10. Strong customer service skills;
11. High comfort level with technology and software applications required in the financial aid process, including Microsoft Office (Excel, Word, PowerPoint), Ellucian Colleague, COD, EDConnect, EDEExpress or other integrated software; and Internet and e-mail proficiency;
12. Experience in counseling students and prospective students in all aspects of financial aid.

APPLICATION INSTRUCTIONS: Qualified candidates should email cover letter, resume and salary requirements to: dmorita@gtu.edu

GTU is an Equal Opportunity Employer